

Capital Project Handover Checklist

CONSULTANT TASKS	EVENT	PROJECT MANAGER TASKS
<ul style="list-style-type: none"> Notify Project Manager (PM) of pending inspection for Practical Completion Certificate. Advise the PM of the state of any roading assets to be transferred to a local authority or other road controlling authority. Provide PM with draft as-built drawings (ongoing throughout contract) 	Nearing Practical Completion	<ul style="list-style-type: none"> Advise Maintenance Contract Manager (MCM) of inspection. Seek feedback and determine if Network Outcomes Contractor, or equivalent should be present at the inspection. Advise local authority or road controlling authority of inspection. Arrange final safety audit if required.
<ul style="list-style-type: none"> Provide PM with draft Asset Owner's Manual. Arrange joint inspection. 	Inspection for Practical Completion Certificate	<ul style="list-style-type: none"> Copy MCM draft Asset Owner's Manual. Check Asset Information Systems: <ul style="list-style-type: none"> BDS updated; LRMS updated. RAMM – ensure all required information has been handed to Network Outcomes for them to update RAMM. Attend Inspection.
<ul style="list-style-type: none"> Copy Practical Completion Certificate to PM with schedule of defects to be remedied by Construction Contractor. Deliver the Safety Audit Report, Road Construction Information Forms, Bridge Data System Update Sheets and Final Land Requirement Plans. Notice to PM requesting final Handover Inspection as per Deliverables. Deliver final detailed inspection records prior to Handover Inspection. Deliver PM final Asset owner's Manual Deliver final as-built drawings 	Defects Notification Period	<ul style="list-style-type: none"> Advise MCM of Practical Completion and provide schedule of any defects identified. Ensure MCM agrees that defects notification period has commenced and that the Network Outcomes Contractor or equivalent is now responsible for maintenance of the site, excluding scheduled defects and those defects that arise during this period. Copy MCM final Asset Owner's Manual. Notify MCM of notice requesting final Handover Inspection. Copy MCM final detailed inspections records.
<ul style="list-style-type: none"> Arrange joint inspection (of all parties whose attendance is deemed critical). 	Inspection for Final Completion Certificate (Handover Inspection)	<ul style="list-style-type: none"> Ensure MCM is notified and attends inspection (if deemed critical).
<ul style="list-style-type: none"> Copy Final Completion Certificate to PM. Ensure any assets to be declared surplus/transferred to a territorial authority are in the agreed condition. Deliver Handover Inspection 	Contract Close (within two weeks of the date of Final Completion Certificate)	<ul style="list-style-type: none"> Advise MCM of contract close. Ensure Network Outcomes Contractor is aware that defects notification period has expired and they are fully responsible for maintaining the site. Check Asset Information Systems

<p>records, including final Project Risk File.</p> <ul style="list-style-type: none">• Deliver outstanding records.• Deliver the final Construction Report.		<p>have been updated:</p> <ul style="list-style-type: none">• Any assets/network that need to be declared surplus/transferred to a territorial authority are actioned/gazetted.• Second coat seal programmed – provide constructive feedback to MCM.
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