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Contract Completion

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Summary

To ensure that all activities undertaken in response to a customer contract are completed in accordance with customer expectations and the requirements of individual contract plans and agreed method statements.

Procedure

1. Project Management shall ensure that project timelines are maintained and that key stage completion dates are achieved including:
 - A Snagging list to be raised on any incomplete works or remedial actions to be undertaken prior to stage sign off
 - The correct tasks being undertaken at each stage
 - The product and related documentation including test data was correct and of the correct quality level before transition to the next stage.
 - All employees, sub contractors and client representatives are aware of the key stage completion in order that they can ensure that materials, documentation, equipment and labour is available for the next stage
 - The completed stage may be signed off by both the Project Manager and Client Representative
2. This may be supported by stage meetings attended by both client and project management and authorisation for the next phase given.
3. The results of the key stage meetings shall be maintained by the Project Manager with a copy filed within "Drop Box"

Project Completion

4. The project sign-off procedure takes place during the contract closure phase of the project and shall be in the form of a documented meeting.
5. The Project Manager will provide results of work undertaken by Grant Walker Engineering to the Client Representative for examination.
6. A site walk will be undertaken and if required, a Snagging List to be raised on any incomplete works or remedial actions to be undertaken prior to project sign off.
7. Records of all necessary testing shall be supplied along with O and M Manuals and Technical Information Sheets as required.
8. Grant Walker Engineering will receive a formal statement from the customers to verify that their commitment within the contract has been successfully undertaken.
9. Project sign-off includes a procedure of project results verification and signing customer acceptance sheet where expected project deliverables are listed and should be signed-off one-by-one as they appear formally inspected and accepted.
10. Project sign-off means that:
 - Project is accomplished in time;
 - Customer is satisfied with the result;
 - Outcomes meet the project scope and quality;
 - Project reaches its objectives and can be closed as appropriate;
 - Project performers are no more responsible for further development without any new billing.

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Records

Records of completed projects shall be maintained within "Drop Box"



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