EXPRO National Manual for Projects Management

Volume 6, Chapter 3

Engineering Close out Procedure

Document No. EPM-KE0-PR-000004 Rev 004

Document Submittal History:

Revision:	Date:	Reason For Issue
000	30/10/2017	For Use
001	18/02/2018	For Use
002	20/11/2018	For Use
003	12/03/2019	For Use
004	15/08/2021	For Use

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1.0 PURPOSE

The purpose of this Procedure is to define the requirements to be considered by the Entity in developing the Engineering Close Out plan for its projects which shall define the requirements of final acceptance, final payment, and closeout of Architect/Engineer (A/E) contracts.

2.0 SCOPE

This procedure shall be used by the Entity in the design of all its infrastructure projects in the Kingdom of Saudi Arabia. The requirements set out in this procedure shall be employed by the Entity on all their projects whether the design is performed by the Architect/Engineer (A/E) Contractor, Engineering, Procurement and Construction (EPC) Contractors or Specialty Design Contractors.

Final acceptance, final payment, and other closeout actions will be performed as quickly as practicable in accordance with the contract terms.

3.0 DEFINITIONS

Term	Definitions
A/E Consultant	Architectural/Engineer Consultant appointed by the EPMO to undertake the design of the project.
CAD	Acronym for Computer Aided Design or Computer Aided Drafting, Computer Aided Drafting is the term to describe the base functionality of computer drafting software, e.g. to draw lines, arcs, and text.
ECMS	An information management and collaboration platform for managing and controlling program documents and records.
Engineering	Engineering / Design Management
Entity	A Saudi Government organization which is responsible for the delivery of government funded infrastructure construction projects.
EXPRO	Expenditure Efficiency &Project Authority.
Non-Conformance Reports (NCR)	Report identifying construction non conformities. Can include the approval of remedial works, designer's opinion, inspection of repairs, etc…
Quality Assurance (QA)	Part of quality management focused on fulfilling quality requirements. Quality assurance is a way of preventing errors and avoiding problems when delivering solutions or services to customers.
Quality Control (QC)	Part of quality management focused on fulfilling quality requirements. Typically, quality control activities include the physical inspection of systems, structures, and components, during fabrication, installation and turnover regardless of the performing organization.
Technical Query (TQ)	A document used to request formal clarification of contract documents, design documents, or design intentions. A TQ may not be used to change design, schedule, or cost.

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4.0 REFERENCES

- EPM-KE0-PR-000002 - Design Reviews Procedure
- EPM-KE0-GL-000011 - Definitions and References
- EPM-KE0-PR-000006 - Development of Service Requisition

5.0 RESPONSIBILITY

The Entity shall be responsible to ensure the implementation of this Procedure during and at the completion of the design phase of its projects. Any needed changes in the Procedure to be submitted by the Entity to the EXPRO for consideration.

6.0 PROCESS

6.1 Notification of Completion of Work

The Engineering portion of the Project Close Out Procedure shall be prepared, reviewed and approved by the Entity during the early phase of the Project Design. The procedure and the checklist is to be issued to the A/E early in the design phase so that the Entity is aware of the documentations requirements for project close out and accordingly develops it's Execution Plan and the Engineering Close-out checklist.

As the work progresses, individual deliverable work elements will be reviewed and accepted in accordance with Design Reviews Procedure (EPM-KE0-PR-000002). Upon completion of all of the work, the A/E shall notify the entity in writing, and will include a final estimate of the amount and value of all work completed under the contract whenever such a requirement is provided in the contract.

6.2 Closeout Check List

On receipt of the notification, Entity shall fill in the Engineering Closeout Checklist **(Attachment 1)**. After satisfying with the completeness of the scope and after all the items on the Engineering Closeout Checklist have been reviewed and initialed by the Entity's Engineering, the checklist shall be signed off by all other related departments and finally approved by the Entity.

6.3 Final Review

The Entity shall form a team (size depending on the nature of the contract) to make a final review of the drawings, specifications, reports, and all other work products of the A/E Contractor, with due consideration given to earlier acceptance of deliverable work elements, if applicable. The Entity shall advise the A/E in writing of any outstanding items, which must be furnished, completed, or corrected before final closeout is accepted. Subsequent reviews will be made until all the work has been accepted.

6.4 Certificate of Final Acceptance

After ensuring that all contractual requirements are met, the Entity will then prepare the Certificate of Final Acceptance and forward to the Contracts group along with the signed checklist.

6.5 Final Payment

Only after the receipt of the Certificate of Final Acceptance and the signed checklist, the Contracts group will process for final payment as per the terms of the Contract.

7.0 ATTACHMENTS

1. Attachment 1: EPM-KE0-TP-000021 - Engineering Close-Out Checklist

Attachment 1 - EPM-KE0-TP-000021 - Engineering Close-Out Checklist

Name of the A/E :

Contract No. :

PAGE ____ of ____

	CHECK ITEM	YES	NO	N/A	INITIAL	DATE
1	Design scope complete as per Contract	☐	☐			
2	All design documents approved by the Entity	☐	☐	☐		
3	Design Document Register with status code issued and approved by the Entity	☐	☐			
4	Design Hold Register issued with actions needed for every hold removal	☐	☐	☐		
5	All Design Review comments closed	☐	☐	☐		
6	Third Party Design Approvals obtained	☐	☐	☐		
7	Engineering input for all Permits provided	☐	☐	☐		
8	Engineering/ Quality Audit actions closed	☐	☐	☐		
9	All Field Change Documents approved	☐	☐	☐		
10	All NCR's /TQ's resolved	☐	☐	☐		
11	Project CAD compliance requirements met	☐	☐			
12	As-Built Drawings completed	☐	☐	☐		
13	Operating/Maintenance Manuals Received	☐	☐	☐		
14	Report on quantities (estimate versus design) issued	☐	☐	☐		
15	Final Engineering Performance (schedule, cost, quantities, quality) report reviewed and approved	☐	☐	☐		
16	Punch list of outstanding items provided and agreed	☐	☐	☐		
17	QA/ QC document review complete	☐	☐	☐		
18	Vendor print review completed	☐	☐	☐		
19	Input for Contractor Change Notices/ claims provided	☐	☐	☐		
20	Scope of design sub-consultant complete	☐	☐	☐		
21	Design sub-consultant sub-contract closed	☐	☐	☐		
22	Back charges Satisfied	☐	☐	☐		
23	Entity Furnished Equipment Returned	☐	☐	☐		
24	Completion Notice received	☐	☐	☐		
25	All claims resolved	☐	☐	☐		

ROUTE	SIGNATURE	DATE
ENGINEERING		
CONSTRUCTION		
QA		
PROJECT CONTROLS		
CONTRACTS		
PROJECT MANAGER		
ENTITY		