

EXPRO National Manual for Projects Management

Volume 16,Chapter 1

Introduction to Project Turnover and Closeout



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Introduction to Project Turnover and Closeout

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Introduction to Project Turnover and Closeout

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Introduction to Project Turnover and Closeout

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Introduction to Project Turnover and Closeout

1.0 INTRODUCTION

The purpose of Volume 16 is to provide the user with a preliminary introduction to project turnover, closeout, and site demobilization. The procedures outline best practices associated with the project records & facilities turnover, contract closeout and site demobilization stages of a construction contract.

Volume 16 - Turnover and Closeout is made up of three (3) Chapters, as follows:

- Chapter 1: Introduction
- Chapter 2: Handover to Client
- Chapter 3: Closeout of Project



2.0 PROJECT TURNOVER OF FACILITY/INFRASTRUCTURE

The purpose of this chapter is to outline the activities required to turnover the completed construction works and associated project records.

The procedure covers the turnover of completed facilities and project records from the Construction Contractor to Entity throughout the project's stage gates while utilizing the turnover packages.

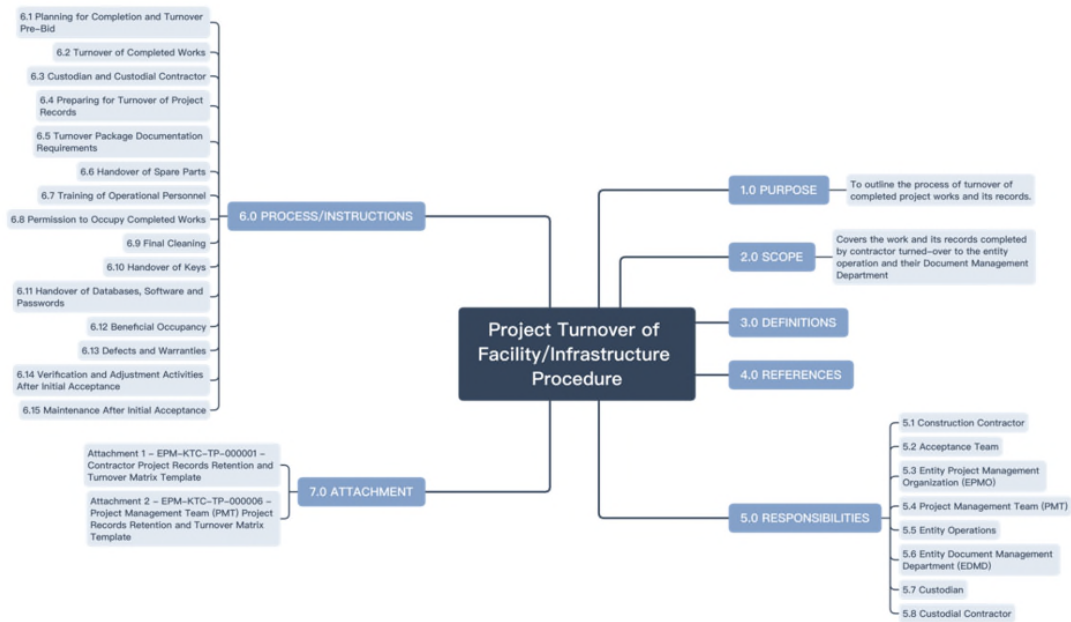
The turnover should be planned as per project requirement and condition. The comprehensive project turnover process is outlined in Project Turnover of Facility/Infrastructure Procedure EPM-KTC-PR-000001 for the entire procedure. Project stage gate procedure describes the project deliverables through the eight stages including the project handover deliverables, refer to EPM-EQ0-PR-000001.

This chapter will introduce the key topics below:

1. Planning for completion and turnover pre-bid
2. Physical turnover of the completed works
3. Appointment of a Custodian and Custodial Contractor (if needed)
4. Preparing for turnover of project records
5. Turnover of project records, including following specific turnover package documentation requirements
6. Handover of spare parts
7. Training of operational staff
8. Obtaining permission to occupy the completed works
9. Final cleaning
10. Handover of keys, databases, software, and associated passwords
11. Use of Beneficial Occupancy (if necessary)
12. Addressing defects and warranties
13. Undertaking Construction Contractor verifications and adjustments after turnover (Initial Acceptance)
14. Undertaking Construction Contractor maintenance and warranty work after turnover (Initial Acceptance)



Introduction to Project Turnover and Closeout

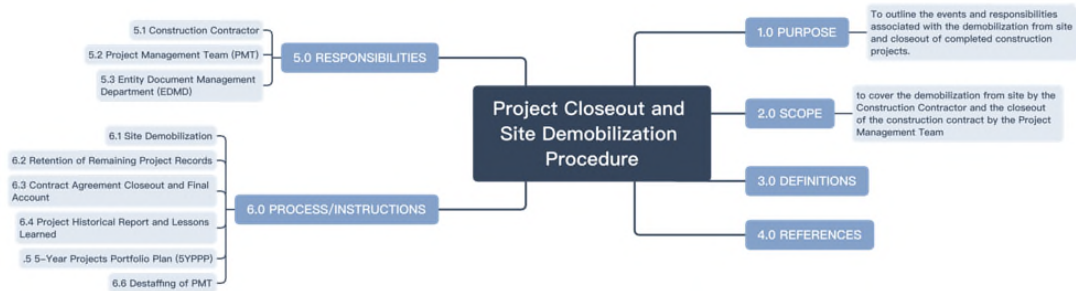


3.0 PROJECT CLOSEOUT AND SITE DEMOBILIZATION

The purpose of this chapter is to outline the activities required to perform site demobilization and closeout of the construction contract.

This chapter will introduce the key topics below:

1. Completion of Site Demobilization
2. Agreement on Final Account
3. Feedback of Project Lessons Learned





4.0 REFERENCES

1. EPM-KTC-PR-000001 Project Turnover of Facility/Infrastructure Procedure
2. EPM-KTC-TP-000001 Contractor Project Records Retention & Turnover Matrix Template
3. EPM-KTC-TP-000006 Project Management Team (PMT) Project Records Retention & Turnover Matrix Template
4. EPM-KTC-PR-000002 Project Turnover of Spare Parts Procedure
5. EPM-KTC-TP-000002 Spare Parts Vendors Information Template
6. EPM-KTC-TP-000003 Spare Parts Tag Numbers Template
7. EPM-KTC-TP-000004 Spare Parts Records (SPR) Template
8. EPM-KTC-PR-000003 Project Operations Training Procedure
9. EPM-KTC-TP-000005 Project Training Program Matrix Template
10. EPM-KTC-PR-000006 Project Closeout and Site Demobilization Procedure
11. EPM-EQ0-PR-000001 Project Stage Gate Procedure