

EXPLO National Manual for Projects Management

Volume 16 ,Chapter 3

Project Closeout and Site Demobilization Procedure



Document No. EPM-KTC-PR-000006 Rev 003



Project Closeout and Site Demobilization Procedure

Document Submittal History:

Revision:	Date:	Reason For Issue
000	2/11/2017	For Use
001	03/03/2018	For Use
002	10/12/2018	For Use
003	22/09/2021	For Use



Project Closeout and Site Demobilization Procedure

THIS NOTICE MUST ACCOMPANY EVERY COPY OF THIS DOCUMENT

IMPORTANT NOTICE

This document, ("Document") is the exclusive property of the Government Expenditure and Projects Efficiency Authority.

This Document should be read in its entirety including the terms of this Important Notice. The government entities may disclose this Document or extracts of this Document to their respective consultants and/or contractors, provided that such disclosure includes this Important Notice.

Any use or reliance on this Document, or extracts thereof, by any party, including government entities and their respective consultants and/or contractors, is at that third party's sole risk and responsibility. Government Expenditure and Projects Efficiency Authority, to the maximum extent permitted by law, disclaim all liability (including for losses or damages of whatsoever nature claimed on whatsoever basis including negligence or otherwise) to any third party howsoever arising with respect to or in connection with the use of this Document including any liability caused by negligent acts or omissions.

This Document and its contents are valid only for the conditions reported in it and as of the date of this Document



Project Closeout and Site Demobilization Procedure

Table of Contents

1.0	PURPOSE.....	5
2.0	SCOPE.....	5
3.0	DEFINITIONS	5
4.0	REFERENCES.....	6
5.0	RESPONSIBILITIES.....	6
5.1	Construction Contractor	6
5.2	Project Management Team (PMT).....	6
5.3	Entity Document Management Department (EDMD).....	6
6.0	PROCESS/INSTRUCTIONS	6
6.1	Site Demobilization	6
6.2	Retention of Remaining Project Records	6
6.3	Contract Agreement Closeout and Final Account.....	7
6.4	Project Historical Report and Lessons Learned	7
6.5	5-Year Projects Portfolio Plan (5YPPP).....	7
6.6	Destaffing of PMT	7



Project Closeout and Site Demobilization Procedure

1.0 PURPOSE

The purpose of this Procedure is to outline the events and responsibilities associated with the demobilization from site and closeout of completed construction projects.

This procedure applies to works performed under all Government construction projects executed throughout the Kingdom of Saudi Arabia.

2.0 SCOPE

This procedure covers the demobilization from site by the Construction Contractor and the closeout of the construction contract by the Project Management Team (PMT), the team deployed by the Entity to manage the Project.

This procedure does not cover the turnover of project facilities and records to Entity Operations/Custodian. These are outlined in EPM-KTC-PR-000001 - Project Turnover of Facility/Infrastructure Procedure.

3.0 DEFINITIONS

Term	Definition
Closeout	The completion of remaining contract requirements and other activities following turnover of the constructed works.
Construction Contractor	The Main or Principal Contractor responsible for undertaking the construction works on the Project.
Custodian	A person designated by Entity Operations to accept custody of completed construction work and to manage and operate it, as applicable.
Entity	A Saudi Government organization which is responsible for the delivery of government funded infrastructure construction projects.
Entity Project Management Organization (EPMO)	The project management department within the Entity responsible for delivering the project.
Entity Operations	The operations department within the Entity designated to accept custody of completed construction work and to manage and operate it, as applicable.
Final Acceptance	Written agreement by the EPMO that the Construction Contractor has completed the contracted works. Also referred to as Final Handover or Completion.
5-Year Projects Portfolio Plan	A five-year schedule of approved investments for an Entity, updated annually.
Initial Acceptance	Written agreement by the EPMO that the Construction Contractor has completed the contracted works, with Exceptions. Also referred to as Preliminary Handover or Substantial Completion.
Project Management Team (PMT)	A team from the EPMO deployed to manage the Project on site.
Site Demobilization	The removal of all temporary construction measures used to undertake a construction contract, including facilities, equipment, material and personnel and completion of related activities.
Turnover	The jurisdictional transfer of specified components, systems, or areas, including required documents, from one organization to another. To include transfer of care, custody, and control as defined by the project. Also referred to as Handover.
PMT	Project Management Team, the team deployed by the Entity to manage the Project.
EDMD	Entity Document Management Department
Lessons Learned	Experience distilled from an experience that should be actively taken into account in the future.



Project Closeout and Site Demobilization Procedure

4.0 REFERENCES

1. EPM-KCC-PR-000001 - Project Construction General Procedure
2. EPM-KTC-PR-000001 - Project Turnover of Facility/Infrastructure Procedure
3. EPM-IRR-PR-000001 - Project Record Retention and Turnover Procedure
4. EPM-KD0-PR-000022 - Contract Closeout Procedure
5. EPM-KD0-TP-000023 - Contract Fact Sheet and Historical Record Template

5.0 RESPONSIBILITIES

5.1 Construction Contractor

The Construction Contractor shall prepare a Construction Site Closeout Plan and Checklist, complete all site demobilization activities, turnover remaining project records, and submit proposed final accounts.

5.2 Project Management Team (PMT)

The PMT shall lead the closeout of the project, reviewing remaining project record documents submitted, reviewing, and finalizing the final account. The PMT shall also generate the project historical report and input to Entity Lessons Learned and 5-Year Projects Portfolio Plan (5YPPP).

5.3 Entity Document Management Department (EDMD)

The EDMD shall receive any remaining project record documents.

6.0 PROCESS/INSTRUCTION

6.1 Site Demobilization

The site demobilization process is guided by the completed work and Construction Site Closeout Plan. The Construction Contractor shall develop a project-specific Construction Site Closeout Plan and Checklist as outlined in EPM-KCC-PR-000001 - Project Construction General Procedure to ensure site demobilization process has been met prior to a final closeout. PMT shall review this Construction Site Closeout Plan and hold periodic status meetings to ensure that progress is being made to resolve open issues and maintain the schedule outlined in the Construction Site Closeout Plan.

Site demobilization shall include activities such as:

- Removal of temporary construction facilities, including all utilities
- Removal of surplus material
- Removal of equipment and personnel off the site
- Removal of any temporary access means provided
- Regrading to original or specified levels
- Restoration of walls and fences temporarily removed
- Making good of other existing conditions disturbed by temporary construction measures
- Final clean-up of the site after completion of the project
- Closure and/or turnover of any permits obtained

6.2 Retention of Remaining Project Records

The PMT shall ensure that all relevant project records are retained prior to contract agreement closeout. Any project records not turned over previously as part of discreet turnover packages shall be turned over to the EDMD prior to the closeout of the contract agreement and preparation of the final account. The



Project Closeout and Site Demobilization Procedure

processes to be followed for the retention and turnover of project records are outlined in EPM-IRR-PR-000001 - Project Record Retention and Turnover Procedure.

Special handling is required for software and associated licenses & passwords/keys and PMT shall ensure that these have been turned over following the procedure agreed with Entity Operations.

Note that, as part of the project material approval process, a common requirement is that physical samples be submitted. The PMT shall ensure that the disposition of these samples is agreed with the Entity's Custodian - in some cases these samples shall be turned over to the Entity.

6.3 Contract Agreement Closeout and Final Account

The PMT should ensure good contract management practices are followed throughout project execution in order to make closeout of the contract routine. This includes the timely processing of scope changes and obtaining agreement on compensation and time associated with excusable delays.

The procedures/processes to be followed for closeout of the contract agreement and preparation of the final account are outlined in EPM-KD0-PR-000022 - Contract Closeout Procedure.

6.4 Project Historical Report and Lessons Learned

The PMT shall ensure the completion of a project historical report, which includes project cost, schedule and financial statistics. The report is created using EPM-KD0-TP-000023 Contract Fact Sheet & Historical Record Template.

The PMT shall ensure that lessons learned during the execution of the project are prepared by each PMT functional department, screened, and fed into the Entity Lessons Learned program, as applicable.

6.5 5-Year Projects Portfolio Plan (5YPPP)

It is expected that the Entity's strategic planning unit will be regularly informed of project progress through the high-level reporting process. The EPMD shall specifically inform the Entity's Strategic Planning Unit of both project handover and subsequent project agreement closeout, in order to update the unit's tracking of the Entity 5YPPP.

6.6 Destuffing of PMT

The (PMT) shall ensure that a Project Destuffing Plan is prepared and agreed with the Entity. This shall be prepared in coordination with the respective PMT functional departments. Due consideration should be given to the status of the project deliverables which each PMT functional department is responsible for preparing, managing and/or reviewing. Also, the approach (i.e. part time site presence on visitation basis, full time site presence required) for managing post-Initial Acceptance activities (and post-Final Acceptance activities, as applicable) should be clearly stated.