

EXPRO National Manual for Projects Management

Volume 9, chapter 2

Project Construction Punch list Procedure



Document No. EPM-KCC-PR-000004 Rev 003



Project Construction Punch list Procedure

Document Submittal History:

Revision:	Date:	Reason For Issue
000	16/10/2017	For Use
001	29/11/2017	For Use
002	27/11/2018	For Use
003	10/08/2021	For Use



Project Construction Punch list Procedure

THIS NOTICE MUST ACCOMPANY EVERY COPY OF THIS DOCUMENT

IMPORTANT NOTICE

This document, ("Document") is the exclusive property of Government Expenditure & 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 Construction Punch list 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	Site Construction Department.....	6
6.0	PROCESS.....	6
6.1	General.....	6
6.2	Identification and Closure.....	6
6.3	Post Turnover.....	7
7.0	ATTACHMENTS.....	7
	Attachment 1 - EPM-KCC-TP-000003 - Project Construction Punchlist Form Template	8



Project Construction Punch list Procedure

1.0 PURPOSE

This procedure defines the standard work process for tracking outstanding project work items necessary for completion of facilities, systems, sub-systems and components and how it supports subsequent turnover, permit closeout and project turnover.

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

For the purposes of the Construction Management Procedures the Project Management Company is the EPMO (Entity Project Management Organization) appointed by the Entity and references prefixed with "Site", such as Site Construction Department, Site Engineering Department, represent the Project Management Company at Project level, on construction sites.

2.0 SCOPE

This procedure only covers items/actions that are incomplete and require further work in order to meet project requirements. It is not to be used for identifying non-conforming items that require an engineering disposition to correct.

This procedure covers the responsibilities and requirements of the Project Management Company and the Site Construction Department in regard to works or actions that are incomplete (Punchlist Items) and which are required to be completed in accordance with the design documentation.

As Works proceed, the Construction Contractor will undertake his own inspections of the works in accordance with his Quality Management System and satisfy himself that the Works have been carried out as required by the design documentation, prior to issuing a Request for Inspection (RFI) to the Site Construction Department. These activities are not a part of this Procedure

3.0 DEFINITIONS

Definitions	Description
Punch list Item	The Punch list Item is an incomplete work or action item, identified during a walk down on a component of a turnover grouping (system or sub-system) that is required by design documents and/or Contract. Work or action items outside of design documents or Contract scope are considered an out of scope Punch list item in the context of this procedure
Turnover	The jurisdictional transfer of control over specified components, systems, or facilities, including required documents, from one organization to another for the purpose of care, custody, and control.
Enterprise Content Management System (ECMS)	An information management and collaboration platform for managing and controlling program documents and records.
EPMO (Entity Project Management Organization)	An Entity Project Management Organization, this is an integrated team that comprises the Entity and its PMC responsible for managing all the Entity's projects.
Construction Contractor	The Main or Principal Contractor responsible for undertaking the Construction Works on the Project. Individual(s) or firm(s) engaged in the construction of buildings, either residences or commercial structures, as well as construction activities such as paving, highway construction, utility construction and landscape installation.
Site Contracts Department	Department within the Project Management Company that is responsible for the administering of Contracts
Site Engineering Department	Department within the Project Management Company that is responsible for Engineering or Design activities/operations.
Site Construction Department	The Department within the Project Management Company that is responsible for Construction Activities/Operations



Project Construction Punch list Procedure

Punch list Coordinator	A person appointed by the Project Management Company or the Site Construction Department to implement and administer the Punch list system for a particular Project
RFI	Request For Inspection

4.0 REFERENCES

1. EPM-KCC-PR-000003 - Project Construction Completions and Turnover Procedure.

5.0 RESPONSIBILITIES

5.1 Construction Contractor

The Construction Contractor is responsible for instigating and administering his own Punch list system for tracking the raising and closure of incomplete works in accordance with the Construction Contractor Quality Management System (QMS). This “Contractor” Punch list system is for his own use to ensure that all defects / outstanding works are resolved prior to the Contractor issuing and Request for Inspection (RFI) of the Works or a part of the Works.

5.2 Site Construction Department

The Site Construction Department is responsible for the production of the “Project” Punch list subsequent to a joint walk down and inspection of the Works with the Construction Contractor, after the Construction Contractor has issued the Request for Inspection (RFI) of the Works or a part of the Works.

6.0 PROCESS

6.1 General

The Site Construction Department shall establish a system to track and close out punch list items. Attachment 1 - EPM-KCC-TP-000004 Project Construction Punch list Form Template (Sample) provides the minimum required data to be recorded for each punch list item.

The Site Construction Department shall ensure that a “Punch list Coordinator” is appointed to administer the recording, tracking and close-out of all punch list items.

It is recommended that the system is capable of linking to or storing photographic records for each punch list item.

6.2 Identification and Closure

The Site Construction Department shall undertake periodic joint walk downs with the Construction Contractor to ensure that the punch list is consistently agreed and updated between both parties as the Works progress. This will assist in completion of the project close-out and the Initial Acceptance Inspection in accordance with EPM-KCC-PR-000003: Project Construction Completions and Turnover Procedure.

The Punch list Coordinator will verify that punch list items have been raised for works identified as incomplete.

The Construction Contractor shall regularly review the punch list items with the Punch list Coordinator and shall arrange for the punch list items to be completed or closed out in a timely manner

Punch list items that have been closed shall not be re-opened. If required, a new punch list item shall be opened and reference made to the closed punch list item noted in the remarks/restraints field of the Punch list tracking system.



Project Construction Punch list Procedure

The Punch list Coordinator may edit the status of or amend information of any punch list item. The status of a punch list item cannot be changed if the item has been turned over for testing and commission or to the Site Construction Department.

Punch list items shall not be deleted from the Punch list Tracker; instead, the item shall be marked complete and approved with the appropriate fields completed and/or text inserted into the remarks field explaining the circumstances for closing the punch list item.

6.3 Post Turnover

Where Punch list items cannot be completed until after Turnover, the Construction Contractor will be required to coordinate the works with the Site Construction Department in accordance with EPM-KCC-PR-000003- Project Construction Completions and Turnover Procedure.

7.0 ATTACHMENTS

1. EPM-KCC-TP-000003 - Project Construction Punch list Form Template

[illegible]