

# Handover Documentation Package - Civil and Structures

COR-FM-066

**Applicability**

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ARTC Network Wide

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SMS

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**Publication Requirement**

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Internal / External

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**Document Status**

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**Amendment Record**

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## Glossary

Specific terms and acronyms used throughout this document are listed and described in the table below.

TERM	ACRONYM	DEFINITION
Project	"Project"	For the purpose of this Works Package, the following are considered to be representatives of the Project: <ul style="list-style-type: none"> <li>- Designer / Service Delivery Contractor</li> <li>- Construction Contractor</li> <li>- Environmental Representative.</li> </ul>
ARTC Representative	"ARTC Representative"	For the purpose of this Works Package, the ARTC Representative is the Project Manager or Senior Project Manager.

## 1 Introduction

The Handover Documentation Package template shall be used by the Project to record the minimum requirements needed to meet the Completion Phase requirements.

The use of this Handover Documentation Package template applies to all ARTC Projects, including Projects being delivered as part of the Inland Rail Program.

The Handover Documentation Package template is designed to be scalable and tailorable to meet the delivery strategy and completion and handover requirements for individual Projects.

Where documentation has been issued as an Aconex Transmittal, this can be referenced via the tables within this Work Package and include the Aconex Transmittal Number and a description of the purpose and content of the transmittal.

For all details pertaining to this document and the requirements refer to the Completion and Handover Specification (COR-SP-001).

### 1.1 Authorisation of Handover Documentation Package

The section below outlines the acknowledgement from the ARTC Representative that the Handover Documentation Package – Civil and Structures is accepted.

The Project shall provide all information referenced and ensure it meets the requirements of the Completion and Handover Specification (COR-SP-001).

**Table 1 - Authorisation of Handover Documentation Package**

<b>Project:</b>	
<b>Stage:</b>	
<b>Work Package No:</b>	
<b>This Work Package is accepted by:</b>	
<b>Position:</b>	
<b>Signature:</b>	
<b>Date:</b>	

## 2 Register of General Working Documents

Detailed below is a list of all the applicable documents required for inclusion in the Handover Documentation Package for civil and structure Works.

### 2.1 Register of As Built Drawings

The Project shall list and provide details of all As-Built Drawings for civil and structures Works.

Additional As-Built Drawings issued separately shall be listed in the table below.

**Table 2 - As-Built Drawings**

DOCUMENT NUMBER	REV	DESCRIPTION
Example: 02-2601-62-003	0	Typical Underbridge Details General Arrangement As Built – Sheet 1

### 2.2 Register of As Built Assets

The Project shall provide a list of all civil and structural assets that form part of the Works.

The Project is required to document any changed, altered, decommissioned and new civil and structure assets to be issued as the As-Built Asset List.

The Project shall comply with ARTC Project Management Data Deliverables Description (EGH-20-01) and submit photos of all new structures to upload against the new, changed or modified Equipment ID in Ellipse.

**Table 3 - Asset List**

DOCUMENT NUMBER	REV	DESCRIPTION
Example: 3-0001-260-PEN-00-RG-0009	0.1	Updated IFC Asset List containing assets changed during construction, and from the IFC Asset List issued on the 03/03/2020.

**2.3 Register of Defects**

The Project shall provide the Defect List.

Any remaining Defects at the time of handover are to be recorded and provided in the Defect List.

Any Defects identified as part of the Commissioning Phase shall be recorded and closed out in Table 4.

The Project shall ensure the Defect List meets the requirements specified in Section 2.5 of the Completion and Handover Specification (COR-SP-001).

**Table 4 - Defects List**

DOCUMENT NUMBER	REV	DESCRIPTION
Example: 260-RG-QDS	0	Master Defect Register

### 3 Register of Installation Works Packages

The Project shall provide a list and copies of all relevant accepted Installation Work Package/s for civil and structure Works.

Table 5 - Installation Work Packages

DOCUMENT NUMBER	REV	DESCRIPTION
Example: 5-0018-260-CTP-00-DR-0001	0	Narrabri to North Star   Stage 1 – Installation Work Packages
Example: IR2600-GCOR-007378	-	Formal transmittal of Installation Work Packages accepted for N2NS.

### 4 Register of Commissioning Work Packages

The Project shall provide a list and copies of all relevant accepted Commissioning Work Package/s for civil and structure Works.

Table 6 - Commissioning Work Packages

DOCUMENT NUMBER	REV	DESCRIPTION
Example: 5-0018-260-CTP-00-DR-0002	0	Narrabri to North Star   Stage 1 – Commissioning Works Package
Example: IR2600-GCOR-007378	-	Formal transmittal of Commissioning Work Packages accepted for N2NS.

### 5 Notice of Conformance

The Project shall provide a Notice of Conformance for the Works in accordance with the Completion and Handover Specification (COR-SP-001).

At the time of submission of the Notice of Conformance, all non-conformances must be closed out and accepted by the ARTC Representative.

Table 7 – Notice of Conformance

DOCUMENT NUMBER	REV	DESCRIPTION
Example: 6-0000-260-POP-00-CT-0002	0	Contractors Notice of Conformance

## 6 Register of Lot Conformance Reports

The Project shall provide a Lot Conformance Register containing details of all Lot Conformance Reports being handed over for the civil and structure Works.

All Lot Conformance Reports are to be accepted by the ARTC Representative.

**Table 8 - Lot Conformance Reports**

LOT CONFORMANCE REPORTS	STATUS	DESCRIPTION
Example: 5-0000-260-PEN-00-RG-0001	For Information	Register of Lot Conformance Reports for N2NS Civil and Structure Works

## 7 Notice of Completion

The Project shall submit a Certificate of Practical Completion Form (EGP2001T-13) on the completion of the civil and structure Works in accordance with the requirements specified in Section 7 of the Completion and Handover Specification (COR-SP-001).

**Table 9 - Certificate of Practical Completion (EGP2001T-13)**

DOCUMENT NUMBER	REV	DESCRIPTION
Example: 6-0001-260-PVP-00-CT-0001	0	Executed Certificate of Practical Completion (EGP2001T-13) for N2NS Civil and Structure Works