



# QUALITY

## Form C0 – Employer’s Completion Process Notification

Document No: CRL1-XRL-O4-XXX-XXXX-XXXXX Rev X.X

Related procedure CRL1-XRL-O4-GPD-CR001-50018

**TO: SEE TABLE BELOW**

**FROM: CRL COMPLETION MANAGER**

**RE: CONTRACT / TITLE [.....]**

### All WORKS - ECP NOTIFICATION

You are reminded that the Contract Completion date for Contract no. CXXX is XX-XX-XXX.

In accordance with the Employers Completion Process as described in CRL Procedure ref. [CRL1-XRL-O4-GPD-CR001-50018](#), I would like to request that you commence your review of the completed Works and associated documentation for completed Works and associated documentation for.

#### Completion of the whole of the works

| Contract Closeout Checklist | Function   | Responsible CRL Functional Lead   | Requirements for Contract Closeout Checklist review and sign off by Functional Lead |
|-----------------------------|--|---|---|
| C1                          | Health & Safety  | CRL Head of H&S Assurance   | Required  |
| C2                          | Technical Compliance   | CRL Chief Engineer supported by HoDs  | Required  |
| C3                          | Planning, Heritage and Highways                                | CRL Head of Sustainability & Consents   | Required  |
| C4                          | Environment  | CRL Head of Sustainability & Consents   | Required  |
| C5                          | Undertakings & Assurances                                      | CRL Head of Sustainability & Consents   | Required  |
| C6                          | Land and Property  | CRL Head of Estates   | Required  |
| C7                          | Rail Interfaces (LUL, DLR, NR,LO)                              | CRL Rail Interface Manager /<br>CRL Project Manager /<br>Care & Custody Manager | Required  |
| C8                          | Systemwide (interfaces with civil contracts) - <b>Obsolete</b> | <b>N/A</b>  | <b>N/A</b>  |
| C9                          | Technical Information  | CRL Chief Engineer  | Required  |

**Form C0 – Employer’s Completion Process Notification**

Document No: CRL1-XRL-O4-XXX-XXXX-XXXXX Rev X.X

| <b>Completion of the whole of the works</b> |  |  |  |
|---|--|--|--|
| <b>Contract Closeout Checklist</b>          | <b>Function</b>  | <b>Responsible CRL Functional Lead</b> | <b>Requirements for Contract Closeout Checklist review and sign off by Functional Lead</b> |
| C10   | Third Party Agreements   | CRL Head of Agreements                 | Required   |
| C20   | Completion   | CRL Completion Manager                 | Required   |
| C30   | Authorisation to Accept Whole Contract Construction Certificate (WCCC) | CRL Completion Manager                 | Required   |

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(Signed) **CRL Completion Manager**

(Print name).....

(Date) .....

Learning Legacy Document



# QUALITY

## Form C1 – Contract Closeout Checklist – Health & Safety

Document No: CRL1-XRL-O4-XXX-XXXX-XXXXX Rev X.X

Related procedure CRL1-XRL-O4-GPD-CR001-50018

**TO:** CRL COMPLETION MANAGER  
**FROM:** CRL HEAD OF CORE HEALTH & SAFETY  
**RE:** CONTRACT / TITLE [.....]

I confirm that I have reviewed the following which have been progressed to my satisfaction:

| Question  | Y/N<br>N/A | Print<br>Name               | Signature<br>(FL / or<br>delegate) | Date |
|---|------------|-----------------------------|------------------------------------|------|
| <p>1. Has the Health and Safety File (as defined in the Construction (Design and Management Regulations 2015) been handed over and evaluated by the Area Health and Safety Manager as meeting CRLs requirements and coded 1 by the CRL site team.</p> <p>The requirements include specifically to have the seven H and S File elements of information as defined in the Health and Safety File Template ref. CR-XRL-Z7-ZTM-CR001-50001.</p> <p>These sections are also to be cross referenced as separate documents to the corresponding seven sections of the MDL Structure. Health and Safety File – C05.003.</p> |            | H&S<br>Generalist           |                                    |      |
| <p>2. Has the site and any structure, plant (fixed or portable) or equipment, been left in a safe condition ?</p>   |            | H&S<br>Generalist           |                                    |      |
| <p>3. Is the site and any remaining structure, plant or equipment, left in a secure condition to prevent unauthorised entry, damage or misuse</p>   |            | H&S<br>Generalist           |                                    |      |
| <p>4. Has the CDM Control Point 6 (Works Completion) Certificate been issued (not applicable for sectional completions)?</p>  |            | H&S<br>Generalist           |                                    |      |
| <p>5. Have the above questions been closed out to the satisfaction of CRL Head of Programme H&amp;S?</p>  |            | Head of<br>Programme<br>H&S |                                    |      |
| <p>Note:<br/>Additional contract specific questions as may be decided by the Functional Lead</p>  |            |                             |                                    |      |

| Question  | Y/N<br>N/A | Print<br>Name | Signature<br>(FL / or<br>delegate) | Date |
|-----------|------------|---------------|------------------------------------|------|
| Comments: |            |               |                                    |      |

.....  
 (Signed by Functional Lead) Head of Core Health & Safety or Deputy

(Print name).....

(Date) .....

Learning Legacy Document



# Form C2 – Contract Closeout Checklist - Technical Compliance

Document No: CRL1-XRL-O4-XXX-XXXX-XXXXX Rev X.X  
Related procedure CRL1-XRL-O4-GPD-CR001-50018

**TO:** CRL COMPLETION MANAGER  
**FROM:** CRL CHIEF ENGINEER  
**RE:** CONTRACT [ .....]

## CONTRACT CLOSEOUT CHECKLIST – TECHNICAL COMPLIANCE

I confirm that I have reviewed the following which have been progressed to my satisfaction:

| Question:  | Responsible Party                   | Print Name | Signature | Date |
|--|-------------------------------------|------------|-----------|------|
| 1. Design of Permanent Works carried out by the Contractor. Final Design Statement FDS(b) submitted and accepted by CRL?   | Engineering Manager                 |            |           |      |
| 2. Have all CPFR requirements been accepted by CRL & evidence provided in DOORS?   | Requirements Manager                |            |           |      |
| 3. Have all design related risks related to the contract on the Project Risk Register been closed out?   | Engineering Manager                 |            |           |      |
| 4. Have all applications for Concessions against Baseline Standards been granted and any specified conditions closed?  | Head of Technical Assurance         |            |           |      |
| 5. Have all required ESM deliverables been accepted as sufficient to demonstrate ESM compliance? (i.e. has it been demonstrated that the scope of works is capable of operation to control the safety risks to future users (incl. operators & maintainers) to As Low as Reasonably Practicable (ALARP)? | Head of System and Interoperability |            |           |      |

**Form C2 – Contract Closeout Checklist – Technical Compliance (Cxxx)**

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| Question:  | Responsible Party                  | Print Name | Signature | Date |
|--|------------------------------------|------------|-----------|------|
| 6. Has all the evidence necessary to be assessed for compliance under the Interoperability regulations been submitted to the NoBo and have you obtained an ISV or letter of support for your scope of works?   | CRL's Interoperability Manager     |            |           |      |
| 7. Has evidence been provided that the constructed Permanent Works comply with the Works Information (incorporating Gate 3 design, the modifications to the design instructed through PMIs post Gate 3 and accepted through the Gate Impact Review Process)?   | Supervisor's Rep                   |            |           |      |
| 8. Engineering Manager to confirm that all post Gate 3 changes have been subject to Gate impact Review and where required a Gate Impact Report has been prepared by the designer and accepted by CEG Head of Discipline?   | Engineering Manager                |            |           |      |
| 9. Have all CARs, NCRs FCDs & RFIs been closed out or transferred to the Defects List?   | Supervisor's Rep                   |            |           |      |
| 10. Have observations recorded on EOWL (CRL and IM observations) related to contract's scope have been either closed out OR added to the COWL as punchwork items so that they remain a contractual obligation of the contractor?<br>NOTE: List of observations requiring closing prior to certifying NEC contract completion is to be agreed with IMs by Supervisor's Rep. | Supervisor's Rep (PFE)             |            |           |      |
| 11. Handover Team to confirm their acceptance of the Supervisor's Rep's statement above ( <i>Observations closure</i> ).   | Handover Manager – Central Section |            |           |      |

| Question:   | Responsible Party   | Print Name | Signature | Date |
|---|---|------------|-----------|------|
| <p>12. Has the Supervisors' Rep received a declaration from the Underground and/or Civil HoD that the Underground, Civils and Structural Verification activities (VAPs) have been completed?</p> <p>Where applicable has the Supervisor's Rep received a declaration from additional relevant Discipline HoDs (including Railway Systems) that their verification activities have been completed?</p> | <b>Station Shafts and Portals (SSPs)</b>  |            |           |      |
|   | <p>Sign off by the relevant Head of Discipline for <b>Architecture</b></p>  |            |           |      |
| <p>12. The Discipline HoDs (including Railway Systems), verifies that based on the evidence presented to them, all the outstanding VAP's, EOWL's and associated assurance certification have been completed.</p>  | <p>Sign off by relevant Head of Discipline for <b>MEP (incl. Fire and Routewide M&amp;E where applicable)</b></p> |            |           |      |
|   | <p>Sign off by the relevant Head of Discipline for <b>Civil &amp; Structural</b></p>                              |            |           |      |

**Form C2 – Contract Closeout Checklist – Technical Compliance (Cxxx)**

Document No: CRL1-XRL-O4-XXX-XXXX-XXXXX Rev X.X

| Question:  | Responsible Party   | Print Name | Signature | Date |
|--|---|------------|-----------|------|
| <p>12. The Discipline HoDs (including Railway Systems), verifies that based on the evidence presented to them, all the outstanding VAP's, EOWL's and associated assurance certification have been completed.</p> | <b>C6xx contracts (i.e.C620, C631, C644, C650, C660)</b>  |            |           |      |
|  | <p>Sign off by the relevant <b>Head of Discipline</b></p> <ul style="list-style-type: none"> <li>• C 620 and C 631 - Head of Signalling &amp; Platform Screen Doors</li> <li>• C 644 - Head of OHLE and Traction Power</li> <li>• C 650 - Head of Bulk Power</li> <li>• C 660 - Head of Communications</li> </ul> |            |           |      |
| <p>12. The Discipline HoDs (including Railway Systems), verifies that based on the evidence presented to them, all the outstanding VAP's, EOWL's and associated assurance certification have been completed.</p> | <b>C610 contract</b>  |            |           |      |
|  | Sign off by Head of Track   |            |           |      |
|  | Sign off by Head of OHLE and Traction Power   |            |           |      |
|  | Sign off by Head of MEP   |            |           |      |



**Form C2 – Contract Closeout Checklist – Technical Compliance (Cxxx)**

Document No: CRL1-XRL-O4-XXX-XXXX-XXXXX Rev X.X

| Question:   | Responsible Party                      | Print Name | Signature | Date |
|---|--|------------|-----------|------|
| 12. The Discipline HoDs (including Railway Systems), verifies that based on the evidence presented to them, all the outstanding VAP's, EOWL's and associated assurance certification have been completed.                                 | <b>C695 contract</b>                   |            |           |      |
|   | Sign off by <b>Head of MEP</b>         |            |           |      |
|   | Sign off by <b>Head of Track</b>       |            |           |      |
|   | Sign off by <b>Head of Civils</b>      |            |           |      |
| 13. Have all the Red Line Drawings, describing the as-built asset, been submitted and accepted?   | Supervisor's Rep                       |            |           |      |
| 14. Has the Designer (FDC for Civils, Contractor's Designer for D and B) completed a 'Confirmation of Red Line Drawings Certificate' (if applicable)?<br><br>(Ref: CRL1-XRL-Z-ZFM-CR001-50009).   | Engineering Manager                    |            |           |      |
| 15. Have all the as-built drawings been accepted at Code 1 for Contractor designed MEPA and Railway Systems? (where applicable)   | Supervisor's Rep                       |            |           |      |
| 16. Has the Contractor provided acceptable as-built surveys and setting out data i.e. control points (if applicable) ?  | Supervisor's Rep                       |            |           |      |
| 17. Has the Chief Engineer or their representative approved the Watch and Event Items List (Ref: CRL1-XRL-Z3-ZTM-CR001-50018) produced by the S(PFE) in line with the Watch and Event Items Procedure (Ref: CRL1-XRL-Z3-GPD-CR001-50017?) | Chief Engineer or their representative |            |           |      |

**Form C2 – Contract Closeout Checklist – Technical Compliance (Cxxx)**

Document No: CRL1-XRL-O4-XXX-XXXX-XXXXX Rev X.X

| Question:  | Responsible Party                            | Print Name | Signature | Date |
|--|--|------------|-----------|------|
| 18. Have all RAM Documents been updated according to Data Recording and Corrective Action System (DRACAS) Records, or a plan is in place?    | RAM Engineer or<br>Lead Reliability Engineer |            |           |      |
| 19. Have all the DRACAS records been uploaded to the DRACAS Database and have any related actions been closed, or a plan is in place?        | RAM Engineer or<br>Lead Reliability Engineer |            |           |      |
| 20. Has the technical content of the COWL been consulted and confirmed with the Chief Engineer or delegate?                                  | Chief Engineer or<br>delegate                |            |           |      |
| 21. Has the Cyber Security Information provided by the Contractor for Element Completion Handover Report (ECHR) been accepted Code 1 by CRL? | Chief Information<br>Security Officer        |            |           |      |
| 22. Have the necessary Assurance Deliverables been provided to allow sufficient completion of the CRL CARE Register?                         | Head of Technical<br>Assurance               |            |           |      |

Comments:

.....  
(Signed) **CRL Chief Engineer**

(Print name).....

(Date) .....



# Form C3 – Contract Closeout Checklist – Planning, Heritage and Highways

Document No: CRL1-XRL-O4-XXX-XXXX-XXXXX Rev X.X  
Related procedure CRL1-XRL-O4-GPD-CR001-50018

**TO:** CRL COMPLETION MANAGER  
**FROM:** TfL CONSENTS & URBAN DESIGN MANAGER  
**RE:** CONTRACT / TITLE [.....]

I confirm that I have reviewed the following which have been progressed to my satisfaction:

| Question   | Y/N | Print Name | Signature<br>(FL / or<br>delegate) | Date |
|--|-----|------------|------------------------------------|------|
| 1. All permanent Planning and Heritage consents including the relevant Bringing into Use consents in place?                                      |     |            |                                    |      |
| 2. Redline / As-built drawings reviewed to confirm they are consistent with consents?  |     |            |                                    |      |
| 3. Planning and Heritage consent conditions which relate to permanent works fully discharged and complied with?                                  |     |            |                                    |      |
| 4. All Highway consents which may be required either for later contracts or operation transferred to relevant contractor / Crossrail?            |     |            |                                    |      |
| 5. All Temporary Highway consents closed out with all traffic management removed and highway reinstated to the Highway Authority's satisfaction? |     |            |                                    |      |
| Note:<br>Additional contract specific questions as may be decided by the Functional Lead   |     |            |                                    |      |
| Comments:  |     |            |                                    |      |

.....  
(Signed) **TfL CONSENTS & URBAN DESIGN MANAGER**

(Print name).....

(Date) .....



# Form C4 – Contract Closeout Checklist – Environment

Document No: CRL1-XRL-O4-XXX-XXXX-XXXXX Rev X.X

Related procedure CRL1-XRL-O4-GPD-CR001-50018

**TO:** CRL COMPLETION MANAGER  
**FROM:** CRL HEAD OF SUSTAINABILITY & CONSENTS  
**RE:** CONTRACT / TITLE [.....]

I confirm that I have reviewed the following which have been progressed to my satisfaction:

| Question  | Y/N | Print Name | Signature (FL / or delegate) | Date |
|---|-----|------------|------------------------------|------|
| 1. All environmental reporting data received (KPIs, recycled content, dust/air quality, noise, water, objectives and targets, carbon footprint/energy model)?   |     |            |                              |      |
| 2. Site Waste Management Plan completed and signed off?   |     |            |                              |      |
| 3. Survey information handed over (contaminated land, ecology)?   |     |            |                              |      |
| 4. Contaminated land verification report accepted?  |     |            |                              |      |
| 5. Maintenance regime for site (including landscaping, knotweed management) agreed and signed off?  |     |            |                              |      |
| 6. All CARs, NCRs, incident investigations closed out?  |     |            |                              |      |
| 7. Environmental design checklists for works complete?  |     |            |                              |      |
| 8. Archaeological archive information received (archaeological works only)?   |     |            |                              |      |
| 9. Have boreholes been decommissioned in accordance with EA guidance or have records of retained boreholes been passed to the landowner where it has been agreed they will be left as permanent monitoring locations? |     |            |                              |      |
| 10. CEEQUAL assessment completed and submitted or BREEAM assessment completed and submitted?  |     |            |                              |      |

**Form C4 – Contract Closeout Checklist – Environment (Cxxx)**

Document No: CRL1-XRL-O4-XXX-XXXX-XXXXX Rev X.X

| Question   | Y/N | Print Name | Signature (FL / or delegate) | Date |
|--|-----|------------|------------------------------|------|
| 11. Have post construction actions associated with BREEAM/CEEQUAL been clearly communicated to/documentation been made available to the operator, e.g. requirements for seasonal commissioning, Building User Guide?   |     |            |                              |      |
| 12. Environment Agency has confirmed that the works approved under Schedule 17 Part 3 have been completed in accordance with any relevant consent requirements and has confirmed that the consent can be closed out?   |     |            |                              |      |
| 13. British Waterways Board (now Canal & River Trust) has confirmed that the works which were approved under Schedule 17 Part5 have been completed in accordance with any relevant consent requirements, and has confirmed that the consent can be closed out? |     |            |                              |      |
| 14. Port of London Authority has confirmed that the works approved under Schedule 17 Part 6 have been completed in accordance with any relevant consent requirements, and has confirmed that the consent can be closed out?                                    |     |            |                              |      |
| 15. All discharge consents & environmental permits which may be required either for later contracts or operation transferred to relevant contractor/Crossrail?   |     |            |                              |      |
| <p>Note:</p> <p>Additional contract specific questions as may be decided by the Functional Lead</p>  |     |            |                              |      |
| Comments   |     |            |                              |      |

.....  
 (Signed) **CRL Head of Sustainability & Consents**

(Print name).....

(Date) .....



# Form C5 – Contract Closeout Checklist – Undertakings & Assurances

Document No: CRL1-XRL-O4-XXX-XXXX-XXXXX Rev X.X  
Related procedure CRL1-XRL-O4-GPD-CR001-50018

**TO:** CRL COMPLETION MANAGER  
**FROM:** CRL COMMITMENT ACCOUNTABLE MANAGER  
**RE:** CONTRACT / TITLE [.....]

I confirm that I have reviewed the following which have been progressed to my satisfaction:

| Question  | Y/N | Print Name | Signature (FL / or delegate) | Date |
|---|-----|------------|------------------------------|------|
| 1. Have all applicable U&As been discharged or handed over in accordance with the accepted Commitments Compliance Plan? |     |            |                              |      |
| 2. Has all commitments compliance evidence uploaded into CDT?   |     |            |                              |      |
| <i>Note:</i><br>Additional contract specific questions as may be decided by the Functional Lead                         |     |            |                              |      |
| Comments:   |     |            |                              |      |

.....  
(Signed) **CRL COMMITMENT ACCOUNTABLE MANAGER**

(Print name).....

(Date) .....



# Form C6 – Contract Closeout Checklist – Land and Property

Document No: CRL1-XRL-O4-XXX-XXXX-XXXXX Rev X.X  
Related procedure CRL1-XRL-O4-GPD-CR001-50018

**TO: CRL COMPLETION MANAGER**  
**FROM: TfL HEAD OF OPERATIONAL PROPERTY**  
**RE: CONTRACT / TITLE [.....]**

I confirm that I have reviewed the following which have been progressed to my satisfaction:

| Question   | Y/N | Print Name | Signature (FL / or delegate) | Date |
|--|-----|------------|------------------------------|------|
| 1. All site/work areas under the custodianship of the contractor have been handed back to the satisfaction of the receiving party and documented on a handback certificate in accordance with the CRL Estates procedure. |     |            |                              |      |
| <i>Note:</i><br>Additional contract specific questions as may be decided by the Functional Lead  |     |            |                              |      |
| Comments:  |     |            |                              |      |

.....  
(Signed) **TfL HEAD OF OPERATIONAL PROPERTY**  
  
(Print name).....  
  
(Date) .....



# Form C7 – Contract Closeout Checklist – Rail Interfaces

Document No: CRL1-XRL-O4-XXX-XXXX-XXXXX Rev X.X

Related procedure CRL1-XRL-O4-GPD-CR001-50018

**TO:** CRL COMPLETION MANAGER

**FROM:** Project Manager / Care & Custody Manager

**RE:** CONTRACT / TITLE [.....]

I confirm that I have reviewed the following which have been progressed to my satisfaction:

| Question  | 3 <sup>rd</sup> Party Infrastructure Manager | Y/N or N/A | Print Name | Signature (Site Rep) | Date |
|---|--|------------|------------|----------------------|------|
| 1. Has the Site Rep obtained confirmation that the relevant 3 <sup>rd</sup> Party Infrastructure Manager is satisfied that the necessary Assurances have been provided in relation to this contract?  | LUL  |            |            |                      |      |
|   | NR   |            |            |                      |      |
|   | DLR  |            |            |                      |      |
|   | LO   |            |            |                      |      |
| 2. Has the Site Rep obtained confirmation that 3 <sup>rd</sup> Party Infrastructure Managers' issues that would indicate that these works cannot be successfully integrated to deliver the completed railway been either resolved or identified for resolution? | LUL  |            |            |                      |      |
|   | NR   |            |            |                      |      |
|   | DLR  |            |            |                      |      |
|   | LO   |            |            |                      |      |
| <i>Note: Items above must be signed by the site representative who is responsible for interfacing with the third party.</i>   |  |            |            |                      |      |
| Comments:   |  |            |            |                      |      |

.....  
(signed) **Project Manager / Care & Custody Manager**

(print name).....

(date) .....





# QUALITY

## Form C8 – Contract Closeout Checklist Systemwide (interfaces with civil contracts)

Document No: CRL1-XRL-O4-XXX-XXXX-XXXXX Rev X.X

Related procedure CRL1-XRL-O4-GPD-CR001-50018

**TO:** CRL COMPLETION MANAGER

**FROM:** CRL SYSTEMWIDE DELIVERY DIRECTOR

**RE:** CONTRACT / TITLE [.....]

I confirm that I have reviewed the following which have been progressed to my satisfaction:

| Question  | Y/N | Print Name | Signature<br>(FL / or<br>delegate) | Date |
|---|-----|------------|------------------------------------|------|
| 1. Has the Contractor provided records / As Built drawings / Red-line drawings for interfaces with Systemwide and have these documents been through an acceptance review where required?  |     |            |                                    |      |
| 2. Has the Contractor provided acceptable as built surveys and setting out data (ie control points) where required?   |     |            |                                    |      |
| 3. Has the Contractor provided acceptable Health & Safety Files in cases where that Contractor's civil structure is being taken over by Systemwide for fit out activities? Files to include records and arrangements of all temporary facilities left in place. |     |            |                                    |      |
| <i>Note:</i><br>Additional contract specific questions as may be decided by the Functional Lead   |     |            |                                    |      |
| Comments:   |     |            |                                    |      |

.....  
(signed) **CRL Systemwide Delivery Director**

(print name).....

(date) .....



# Form C9 – Contract Closeout Checklist - Technical Information (ECP)

Document No: CRL1-XRL-O4-XXX-XXXX-XXXXX Rev X.X

Related procedure CRL1-XRL-O4-GPD-CR001-50018

**TO:** CRL COMPLETION MANAGER  
**FROM:** CRL CHIEF ENGINEER  
**RE:** CONTRACT / TITLE [.....]

I confirm that I have reviewed the following which have been progressed to my satisfaction:

| Question  | Responsible Party                            | Print Name | Signature (FL / or delegate) | Date |
|---|--|------------|------------------------------|------|
| 1. Is the CMDL complete and Code 1, with all deliverables at either Code 1 or 4?<br><ul style="list-style-type: none"><li>Code 1 or 4 approved for current revision</li><li>DDx (ProjectWise drawings) C rev plus "As Built" suitability status</li><li>DWG (non ProjectWise drawings, identified as As-Built or Red Line required) Code 1 or 4</li></ul> | Document Control and Data Compliance Manager |            |                              |      |
| 2. Are there any Obsolete/Cancelled Crossrail deliverables required to be re-instated? If so, have these all been submitted and accepted formally?  | Document Control and Data Compliance Manager |            |                              |      |
| 3. With respect to the WCCC, are the outstanding works / defects, including the outstanding deliverables (if any), listed on the COWL, with unique Punchwork numbers? Is the COWL which is to be listed on the WCCC up to date, accepted and coded Code 1.  | Document Control and Data Compliance Manager |            |                              |      |
| 4. Has the Asset Data provided by the Contractor been Accepted by the IM without comments, with all PWKs, NCRs, FCDs and Observation Reports closed out?  | Asset Information Provision Manager          |            |                              |      |

**ECP Form C9 – Technical Information (Cxxx)**

Document No: CRL1-XRL-O4-XXX-XXXX-XXXXX Rev X.X

| Question   | Responsible Party                | Print Name | Signature (FL / or delegate) | Date |
|--|----------------------------------|------------|------------------------------|------|
| 5. Is the As Built 3D Master Model and associated 3D Model Issues Report accepted as code 1?   | Head of CAD Delivery and Support |            |                              |      |
| 6. Are all As Built drawings accepted as code 1?   | Head of CAD Delivery and Support |            |                              |      |
| 7. Is the design in accordance with CRL CAD standards and CAD related requirements within the Works Information?   | Head of CAD Delivery and Support |            |                              |      |
| 8. Have all the O&M Deliverables and Manuals been submitted by the Contractor, accepted (Code 1) by the Supervisor's Rep (PFE) and are they in compliance with CRL requirements? | Handover Information Manager     |            |                              |      |
| 9. Is all O&M deliverable information available to enable CRL to add all O&M deliverables to the Operational and Maintenance structure on eB and link them to the O&M manuals?   | Handover Information Manager     |            |                              |      |
| Comments:  |                                  |            |                              |      |

.....  
 (signed) **CRL CHIEF ENGINEER**

(print name).....

(date) .....



# Quality

## Form C10 – Contract Closeout Checklist - Third Party Agreements

Document No: CRL1-XRL-O4-NOX-CR001-xxxxx Rev x.0

Related procedure CRL1-XRL-O4-GPD-CR001-50018

**TO: CRL COMPLETION MANAGER**

**FROM: HEAD OF AGREEMENTS**

**RE: Contract XXX**

I confirm that I have reviewed the following which have been progressed to my satisfaction:

| Question  | Y/N | Print Name | Signature<br>(FL / or<br>delegate) | Date |
|---|-----|------------|------------------------------------|------|
| 1. All Third Party Agreements (TPA) that relate to this Contract have been identified by reference to the Agreements Management System and there are no outstanding duties or obligations which would prevent finalisation of the closure process as it relates to the Contract.                          | Y   |            |                                    |      |
| 2. Where TPA obligations have been incorporated into the Contract work scope these have been reviewed and deemed discharged. It is to be noted that the majority of TPA obligations are not discharged via the delivery Contracts and are subject to a separate Agreement Close Out and Handover process. | Y   |            |                                    |      |
| 3. Any outstanding TPA obligations that are related to the Element or Elements associated with this Contract are being managed outside of ECP and within the Agreement Close Out and Handover process.  | Y   |            |                                    |      |
| Comments:   |     |            |                                    |      |

.....  
(Signed) **Head of Agreements**

(Print name).....

(Date) .....



# Form C20 – Contract Closeout Checklist – Completion

Document No: CRL1-XRL-O4-XXX-XXXX-XXXXX Rev X.X

Related procedure CRL1-XRL-O4-GPD-CR001-50018

**TO:** NEC Supervisor  
**FROM:** CRL COMPLETION MANAGER  
**RE:** CONTRACT / TITLE [.....]

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I confirm that I have reviewed the following which have been progressed to my satisfaction:

| Question  | Responsible Party                | Print Name | Signature | Date |
|---|----------------------------------|------------|-----------|------|
| 1. Have all CARs, NCRs FCDs & RFIs been properly closed out in the system?  | Supervisor's Rep (PFE)           |            |           |      |
| 2. Has the C-ICD document or Handover Plan been submitted by the Contractor and accepted by CRL?  | Supervisor's Rep (PFE)           |            |           |      |
| 3. Have all packages been completed and Construction Certificates signed off?   | Delivery Certification Manager   |            |           |      |
| 4. Has all work scope removed from the current contract been formally transferred to the follow-on contract?<br><br>Or alternatively has all work scope removed from the current contract been formally accepted by the end user for instances where there is no follow-on contract?<br><br><b>Note:</b> List of items de-scoped and transferred/accepted to be attached as evidence. | CRL Project Manager              |            |           |      |
| 5. Does the Contractor have a Care and Maintenance Plan which has been reviewed by CEG and accepted by the CRL Project Manager?   | CRL Project Manager              |            |           |      |
| 6. Has the CRL Project Manager agreed / clarified all handover matters with the Care and Maintenance Manager?   | CRL Care and Maintenance Manager |            |           |      |
| 7. Has provision been made for Supervisor's cover during the Defects Liability Period?  | Completion Manager               |            |           |      |

| Question   | Responsible Party                  | Print Name | Signature | Date |
|--|------------------------------------|------------|-----------|------|
| 8. Have all the interfaces with utility providers been closed out?                                     | Handover Manager – Central Section |            |           |      |
| 9. Has the contractor delivered all training in accordance with the agreed Training Strategy and Plan? | CRL Training Manager               |            |           |      |
| Comments:  |                                    |            |           |      |

.....  
 (signed) **CRL Completion Manager**

(print name).....

(date) .....

Learning Legacy Document



# QUALITY

## Form C30 – Authorisation to Accept Whole / Sectional Contract Construction Certificate

Document No: CRL1-XRL-O4-XXX-XXXX-XXXXX Rev X.X

Related procedure CRL1-XRL-O4-GPD-CR001-50018

**TO:** CRL PROJECT MANAGER & NEC Supervisor

**FROM:** CRL COMPLETION MANAGER

**RE:** CONTRACT / TITLE [.....]

I confirm that the Employer's Completion Process for Contract CXXX has been completed to my satisfaction and the Whole Contract Construction Certificate/ Sectional Contract Construction Certificate can be accepted.

.....  
(signed) **CRL Completion Manager**

(print name).....

(date) .....