

Attachments for Procedure CA/03

CL/CA 03/ 01 – CHECKLIST FOR TAKING OVER OF DOCUMENTS/INFORMATION

Contract Name :

Contract No :

S/No	Activity	Status	Remarks
1.	Feasibility Study Reports	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable	
2.	Environmental Impact Assessment Reports	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable	
3.	Resettlement Action Plans and information on land acquisition.	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable	
4.	Letters from authorities giving approval for the project	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable	
5.	Loan Agreements with funding Agencies	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable	
6.	Survey plans	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable	
7.	Hydrological/drainage reports	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable	
8.	Rainfall records for the project area	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable	
9.	Coastal Hydraulic Reports and model study reports	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable	
10.	Soil investigation logs and reports	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable	

11.	Material Testing reports	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable	
12.	As built information/drawings of previous constructions in same area including GIS	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable	
13.	Information on utility positions in the area including GIS	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable	
14.	Design Reports and design drawings	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable	
15.	Bidding documents	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable	
16.	Record/minutes of pre-bid meeting and visit	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable	
17.	Tender/bid clarifications and responses	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable	
18.	Addendums	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable	
19.	Tenders/ bids submitted with attachments	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable	
20.	Minutes of negotiation meetings	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable	
21.	TEC and CAPC/MPC/PPC reports.	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable	
22.	Cabinet Memoranda and decisions of Cabinet of Ministers approving the award	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable	
23.	Letter of Acceptance/Award	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable	

24.	Project Management Guide	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable	
		<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable	
		<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable	

Project Director/Project Manager

SF/CA 03/ 01 – FORMAT FOR DOCUMENT INVENTORY

Serial No.	Description	Type (Original/copy)	Location

