

Attachments for Procedure CA/65

CL/CA 65/ 01 – CHECK LIST FOR CONTRACT CLOSURE

Check List for Contract Closure

Contract Name:

Contract No :

S/No.	Activity	Status	Remarks
1.	Contractor cleared the Site, within 28 days upon receiving the Performance Certificate	<input type="checkbox"/> OK <input type="checkbox"/> Not OK	
2.	Engineer agreed with the Contractor on his Final Statement in order to issue the Final Payment Certificate	<input type="checkbox"/> OK <input type="checkbox"/> Not OK <input type="checkbox"/> Not Applicable	
3.	Packing and labelling of all project documents and handing over them to a person nominated by the Management	<input type="checkbox"/> OK <input type="checkbox"/> Not OK <input type="checkbox"/> Not Applicable	
4.	Backing up of all information in the Server and the computer network to storage media and handing over them to a person nominated by the Management.	<input type="checkbox"/> OK <input type="checkbox"/> Not OK <input type="checkbox"/> Not Applicable	
5.	Handing over of all buildings, furniture and equipment's to persons nominated by the Management.	<input type="checkbox"/> OK <input type="checkbox"/> Not OK <input type="checkbox"/> Not Applicable	
6.	Transfer or terminate all staff involved in the project as directed by the Management.	<input type="checkbox"/> OK <input type="checkbox"/> Not OK <input type="checkbox"/> Not Applicable	
7.	Drafting of the Final Completion Report	<input type="checkbox"/> OK <input type="checkbox"/> Not OK <input type="checkbox"/> Not Applicable	

Project Director/Project Manager

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