|  |  |  |  |
| --- | --- | --- | --- |
| **Contractor** | [Insert text here] | **Administrator** | [Insert text here] |
| **Contract No.** | [Insert text here] | **Project Name** | [Insert text here] |
| **Date** |  | **Design Consultant** | [Insert text here] |

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | Final certificate, terminal reports and records | | |
| The Final Certificate for the above project was issued on | [Insert text here] | |
| In accordance with the Reports Procedure (CAP004M) all Terminal Reports and Records have been completed. | | |
| **2.** | Audits | | |
| Attached is a summary of all audits carried out by the Administrator on the Contractor. | | |
| **3.** | Maintenance issues (not covered in previously submitted maintenance report) | | |
| [Insert text here] | | |
| [Insert text here] | | |
| [Insert text here] | | |
| [Insert text here] | | |
| **4.** | **Recommendations for future projects – lessons learnt (if applicable)** | | |
| Design | | [Insert text here] |
| Construction | | [Insert text here] |
| Contract Administration | | [Insert text here] |
| Other | | [Insert text here] |
| Administrator | |  | |
| Date | |  | |