**Checklist – CAC056M  
Administrator’s Contract Close out**

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| **Contractor** |  | **Date** |  | **Review No.** |  |
| **Contract No.** |  | **Project No.** |  | **Project Name** |  |
| **Letter of Acceptance (date)** |  | **Date for Practical completion** |  | **Date of practical completion** |  |
| **Defect liability period** |  | **Date for final certificate** |  |  |  |

| Item | Date |
| --- | --- |
| Jointly inspect the Works with the Contractor’s Representative and District / Region maintenance team prior to the issue of the Certificate of Practical Completion |  |
| Prepare the List of Defects and Omissions |  |
| Confirm that the Works are fit for purpose and safe to use |  |
| Issue the Certificate of Practical Completion (CAL024M and Form C7881.TIC) |  |
| If the Certificate of Practical Completion is not being issued, provide written notification (CAL025M) to the Contractor |  |
| Site clean‑up initiated by Contractor within 10 Business Days of the Date of Practical Completion |  |
| If site clean‑up is not initiated by the Contractor, issue written notice (CAL026M) |  |
| Advise Principal (Contracts) to reduce or release the Primary Security, Retention Moneys or Retention Security (Form C7874) |  |
| Monitor Works during the Defects Liability Period – conduct a risk assessment and amend the risk register and Administrator’s Surveillance Plan accordingly |  |
| Direct the Contractor to rectify any defects or omissions detected during the Defects Liability Period (CAL027M) |  |
| Forward As‑Constructed Drawings, documents and Plans together with electronic models to the Project Manager |  |
| Forward all reports required by policy / legislation |  |
| Provide site facilities for the Road Safety Audit |  |
| Implement and/or report on the recommendations from the Road Safety Audit Report (RSAR) |  |
| Conduct post‑construction conference (CAF032M) with representatives of the Principal, Contractor, District / Region maintenance team and Design Consultant |  |
| Inspect the Works within 10 Business Days of the end of the Defects Liability Period |  |
| Ensure all temporary erosion and sediment control devices are removed |  |
| Contractor submits Final Payment Claim |  |
| Issue the Final Certificate (CAL028M and Form C7882) and send a copy to the Principal (CAL029M) |  |
| Advise Principal to release Securities (Form C7874) to the Contractor as per the contractual timeframe |  |
| Prepare and forward the following terminal reports to the Project Manager:   * Maintenance Report (CAF009M) * Performance Report – Consultant on Engineering Projects (C7561, C7562 and C7563) * Contractor Performance Report (C7901 and C7902) * Administrator’s Final Report (CAF010M) * Road Safety Audit Report * Asphalt Supplier Performance Report (if required) * Post‑Construction Report (CAF012M) * Training policy practical completion report * Training policy (Indigenous component) practical completion report * Final project outcome report for Queensland Charter for Local Content (QCLC) * Final report for Queensland Procurement Policy (QPP) * Final report for indigenous employment and supplier user framework |  |
| Compile and forward all project records to the Project Manager |  |
| On completion of this checklist, attach to the Administrator’s Final Report (CAF010M) |  |
| **Notes:** | |
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| Reviewed by: |  | |  | |  | |
| Name |  | Signature |  | Date |  |