

The purpose of this document is to provide proponents with a template guide for the preparation of a Closeout report (refer to the Port Development Guidelines – Application Guide). Closeout reports (including all documents and attachments) are to be submitted via Aconex. Closeout reports prepared by a contractor or sub-contractor on the proponent’s behalf, are to be reviewed and approved by the proponent before submission to Pilbara Ports.

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**Introduction**

This document provides proponents with a guide for the preparation of a Closeout report and provides general information on the format and content of a Closeout report that is acceptable to Pilbara Ports.  
Pilbara Ports requires that Closeout report/s be submitted for every package of construction works that comprises part of the development, and submitted on completion of the construction works associated with that package.

**1. DOCUMENT CONTROL AND AUTHORISATION**

The front cover of the Closeout report should include document control details in accordance with the organisation’s internal control procedures, to ensure that approved documentation can be clearly identified. As a minimum, information relating to the person who prepared the Closeout report and their accreditation details, along with sign-off details is to be included (refer to Pilbara Ports’ Port Development Guidelines – Application Guide).

**2. CLOSEOUT REPORT**

**2.1 Original Scope and Variations**

Identify the original scope and summarise any variations to the scope during the course of construction. In addition, include a brief description of each variation and any impacts to Pilbara Ports and or other port users.

**2.2 Project Schedule and Variations**

Provide a copy of the current project schedule and summarise any changes to the project schedule as originally put forward. Describe the impacts of any changes to Pilbara Ports and/or other port users.

**2.3 Compliance with Development Conditions and Construction Conditions**

Provide evidence of how each development condition and construction condition was complied with and can be closed-out. Note any dispensations granted by Pilbara Ports.

**2.4 Non-Conformances**

Provide details of any non-conformances and discuss how they were dealt with.

**2.5 Utilities**

Provide details of utilities (including water) and / or services to the development. Include changes to any existing utility / services connection and / or the connection of any new utilities (including water), and include the location of any meters.

## **2.6 Outstanding Issues**

List all issues that are outstanding, including a description of the reasons why the issues have not been closed out, proposed actions to closeout the issue, and an estimated time within which close-out is expected.

## **2.7 Residual Risks**

Provide details of any residual risks from the construction phase that need to be taken into account during the operation phase.

# **3. ATTACHMENTS TO CLOSEOUT REPORT**

## **3.1 Construction Completion Certificates**

Pilbara Ports requires Construction Completion Certificates (refer Construction Completion Certificate Form on the website) to be submitted in accordance with the Port Development Guidelines.

## **3.2 As-Built Drawings**

As-built drawings are to be submitted in accordance with the Port Development Guidelines. Pilbara Ports requires certification of all as-built drawings by way of stamping of individual drawings by engineering practitioners accepted as being suitable and qualified to certify drawings.

## **3.3 As-Constructed Survey**

The location of any new or existing above and below ground infrastructure and / or services is to be included in as-built surveys or as-constructed surveys and provided to Pilbara Ports in spatial digital data format (refer to the Port Development Guidelines – Appendix F Land Survey Technical Standards).

## **3.4 Certificates of Construction Compliance**

Provide copies of any approvals required pursuant to the *Building Act 2011* (Western Australia). For instance, Certificates of Construction Compliance are required to certify that buildings have been constructed in accordance with the corresponding Certificate of Design Compliance linked to the applicable Building Permit, and that the building is suitable to be used for its intended purpose. Also provide copies of any Occupancy Permits (refer to the Port Development Guidelines).

## **3.5 Audit Reports**

List all audit activities carried out during the project and attach any audit reports.

## **3.6 Inspection and Test Reports**

Provide copies of all inspection and test reports.

## **3.7 Photographic Record**

Provide a copy of progress photos taken during the construction phase.

### **3.8 Other Information**

Provide any other information required in the Development and / or Construction Application Decision Notice/s, such as approvals issued by other authorities.

## **4. DOCUMENT OWNER**

The Developments Manager has overall responsibility for this Guide.