

The purpose of this document is to provide proponents with a guide for the preparation of a Handover Report for assets that will be handed over / transferred to Pilbara Ports. Handover Reports (including all documents and attachments) are to be submitted in accordance with the Port Development Guidelines and submitted via Aconex. Handover 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.

**SECTION 1: Table of Contents for a Handover Report**

*Context (Pilbara Ports recommended Table of Contents for a Handover Report)*

- 1. DOCUMENT CONTROL AND AUTHORISATION .....
- 2. HANDOVER REPORT .....
- 2.1. Asset.....
- 2.2. Residual Risks.....
- 3. ATTACHMENTS TO CLOSE-OUT REPORT .....
- 3.1. Manufacturer’s Data Reports .....
- 3.2. Operations and Maintenance Manuals .....
- 3.3. Quality assurance documentation.....
- 3.4. Warranty certificates.....
- 3.5. Pre-commissioning inspection report / asset condition report .....

**SECTION 2: Details to be included in a Handover Report****Introduction**

This document provides proponents with a guide for the preparation of a Handover Report and provides general information on the format and content of a Handover Report that is acceptable to Pilbara Ports.

On completion of the project, Pilbara Ports requires that Handover Reports be submitted for each asset for handover / transferred to Pilbara Ports.

The Handover Report should cross-reference the relevant development Closeout Report.

**1. DOCUMENT CONTROL AND AUTHORISATION**

The front cover of the Handover 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 Handover Report and their accreditation details, along with sign-off details is to be included.

**2. HANDOVER REPORT****2.1 Asset**

Provide a description of the asset to be handed over / transferred to Pilbara Ports.

**2.2 Legal framework**

Provide details of the development condition(s) and/or lease/licence obligations that require the handover of assets and associated provisions.

**2.3 Residual risks**

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

**2.4 Signatures**

Include a table to record signatures and dates for both the proponent and Pilbara Ports. A table that records signatures and dates is important, as signing of the document by Pilbara Ports represents acceptance by Pilbara Ports.

**3. ATTACHMENTS TO CLOSE-OUT REPORT****3.1 Manufacturer's Data Reports**

Manufacturer's data reports should contain all technical details and records of activities performed as part of the construction works, and may include the following;

- Design.
- Supply of materials, proprietary plant and equipment.
- Offsite fabrication, surface treatment and assembly.

- Onsite construction, assembly erection and installation of plant and equipment.
- Inspection, testing and commissioning.

### **3.2 Operations and maintenance manuals**

Operations and maintenance manuals are to be provided to ensure that the asset can be safely operated, and that the asset can be serviced and maintained to achieve reliable operation over its expected life.

### **3.3 Quality assurance documentation**

Provide a reference to your QA system or audit.

### **3.4 Warranty certificates**

Provide copies of all warranty certificates.

### **3.5 Pre-commissioning inspection report / asset condition report**

Provide an asset condition report and details of the expected performance and life of the asset.

## **4. DOCUMENT OWNER**

The Developments Manager has overall responsibility for this Guide.