



Project and Contract Management System

Construction Contract Practical Completion

This guide provides instructions on the steps required for Practical Completion of a Construction contract as contractually required, including release of retention if applicable.

There are defined tasks for the Super’s Rep and for the Contract Manager and this guide provides instructions for only the Super’s Rep tasks.

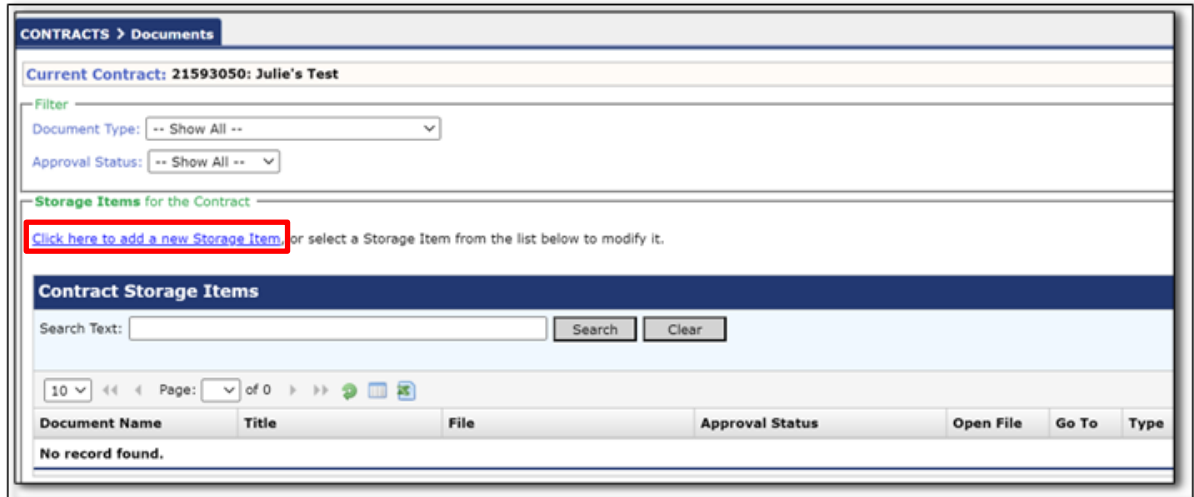
Contents

Upload Contractor's Notification of "Anticipated Practical Completion" (within 14 or more days)	1
Review and approve the fully completed As Constructed drawings pack, operational manuals and any other PC Deliverables	2
Complete and Sign As Cons form and submit with drawings/manuals pack to Finance Contract Manager	3
Undertake Practical Completion site inspection.....	3
Create Practical Completion Certificate	3
Upload Practical Completion Certificate inc the list of any outstanding defects....	3
Review Financials	3

Locate the process via the Contract Dashboard Linked Processes widget

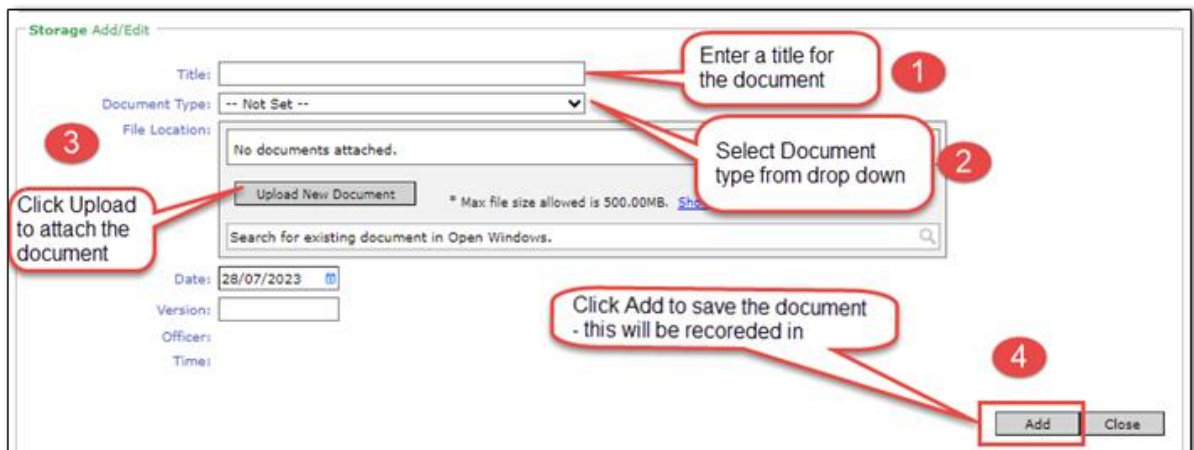
Upload Contractor's Notification of "Anticipated Practical Completion" (within 14 or more days)

1. Click on task box, read instructions and *Go To Screen*
2. Click the link [Click here to add a new Storage Item.](#)



- a. Add the Contractor's Notification of Anticipated Practical Completion
- b. Enter the following details:

- **Title**
- **Document Type**
- **Date**



- c. To attach the document, use the **Upload New Document** button to locate your document in the relevant folder.
1. Click **Add** to save your document and record it in PACMan.
 2. Use the **Complete & Continue** button to progress.

Review and approve the fully completed As Constructed drawings pack, operational manuals and any other PC Deliverables

This is an external task (done outside of the system).

Click *Mark Complete* when completed

Complete and Sign As Cons form and submit with drawings/manuals pack to Finance Contract Manager

This is an external task. Your Finance Project Manager will provide you with this form to complete.

Click *Mark Complete* when completed

Undertake Practical Completion site inspection

This is an external task

Click *Mark Complete* when completed

Create Practical Completion Certificate

1. Click on the task box then *Go To Screen*
2. Select the AS2124 Certificate of Practical Completion from the list

The screenshot shows a software interface for a contract. At the top, it displays 'Current Contract: 21595819: Baldivis Police Station Upgrade - Construction -'. Below this is a section titled 'Templates' with a dropdown menu for 'Document Types' set to '-- All --'. A list of document templates is shown, including '709 - Contract Closure Letter V0.2', 'Advice of Award of Contract to SR - MNR WKS', 'Appointment of Superintendent's Representative D/N 103', 'AS2124 Certificate of Final Completion', 'AS2124 Certificate of Practical Completion', 'Certificate of Practical Completion', 'Certificate of Practical Completion - MNR WKS', 'Final Certificate - MNR WKS', 'Letter Acceptance of Offer D/N 131', 'Letter Acceptance of Proposal Art Coordinator D/N 128', 'Low Value Procurement Acceptance Letter - MNR WKS', 'Superintendents Representative appointment - MNR WKS', and 'Variation Valuation'.

3. The template will download to your Downloads folder
4. Open the template document, enter any additional information and save the document
5. Click on the task box again and Mark Complete

Alternatively, you may create your own compliant certificate.

Upload Practical Completion Certificate including the list of any outstanding defects

1. Click on the task box then *Go To Screen*
2. Upload the Practical Completion Certificate using the method described in step 1 of this document
3. Click to progress

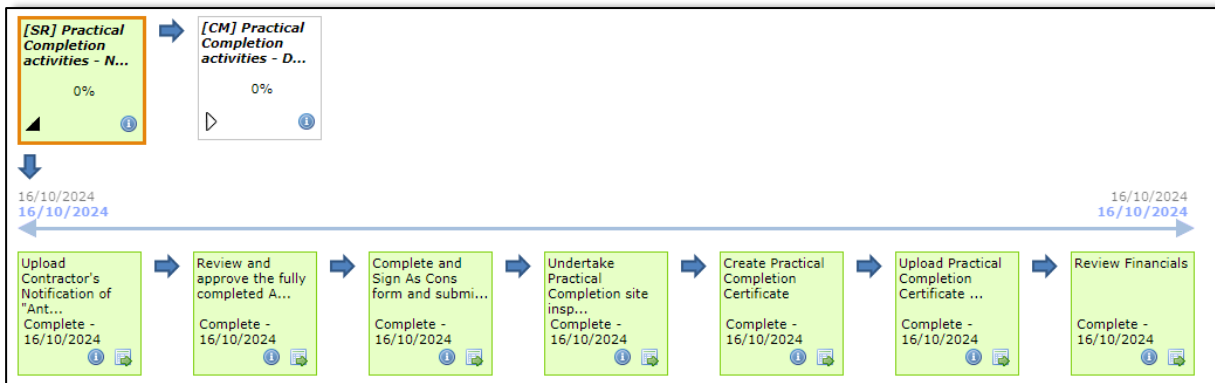
Review Financials

1. Click on the task box, read instructions then *Go To Screen*
2. Review the financial summary, ensuring that there are no outstanding payments to process

3. Click **Complete & Continue** to progress

Marking this task Complete notifies the Contract Manager that you have completed your Practical Completion tasks.

The remaining tasks are for the Contract Manager to complete.



Document control			
Approving Authority: Senior Project Advisor		Business Unit: Building and Contracts	
Effective Date		Review Date	20/11/2024
Replaces QRG	4.4.11 [SR and CM] Construction Contract - Practical Completion		
EDRMS File No.		Document No & Version	1.0
Scope	PACMan Construction Contract Practical Completion process		