

Project Practical Completion Handover Documentation

The following handover documentation items may be required from the supplier (contractor) at Practical Completion as part of a consolidated transmittal. Project-specific requirements will be outlined in the engagement documentation, and the contractor is to allow for the delivery of these items as applicable within their proposal (i.e. costs and project program). The handover documentation requirements form a key component of project deliverables.

Handover Requirements	Description
Operations and Maintenance Manual	<p>Operations and Maintenance Manuals (O&M Manuals) are comprehensive documents provided at the practical completion of a project, detailing the necessary information for the operation, maintenance, and upkeep of any bespoke installed assets or systems.</p> <p>These manuals typically include:</p> <ul style="list-style-type: none"> • Quality assurance documentation • Testing and commissioning results • Warranty certificates • Technical specifications including Data Sheets • Installation details • Maintenance and inspection schedules • Troubleshooting guides • Contact information for suppliers or manufacturers. <p>O&M Manuals are essential for ensuring the longevity, efficiency, and safety of assets, as well as supporting future repairs or upgrades.</p>
Contractor Cost Breakdown Structure	<p>Contractor Cost Breakdown Structure is a detailed itemisation of the costs associated with a contractor's scope of work on a project. It provides a transparent breakdown of final project expenditure including any variations incurred.</p>
As-Constructed Drawings	<p>As-Constructed Drawings are detailed documents that reflect the final, completed state of a project delivered. These drawings are an updated revision of the original design documentation that show any deviations from the design to final construction, as a final as-constructed revision to the drawing set.</p> <p>These drawings are created using data gathered from an As-Constructed Survey and include accurate locations, dimensions, and elevations of built elements. They serve as a precise record ensuring Council has an accurate representation of the constructed asset.</p>

	<p>During the course of works, the contractor must mark up the contract drawings with approved changes. At least two weeks prior to practical completion, the Contractor shall seek a copy of the tender drawings in AutoCAD format from CoA's representative, to enable the contractor to update the "As Constructed" changes.</p> <p>Final 'As Constructed' drawings shall be provided in AutoCAD DWG as well as PDF file formats. More information to the above can be found in City of Adelaide's As-Constructed Drawing Standards.</p>
<p>As-Constructed Survey</p>	<p>As-Constructed Survey is a detailed survey conducted after the completion of construction works to document the final as-built condition of a project. It verifies that the constructed assets match the approved design plans and specifications, including dimensions, locations, elevations, and alignments. This information is typically used for compliance, records, and future maintenance or upgrades.</p> <p>Further information can be found in City of Adelaide's As-Constructed Drawing Standards.</p>
<p>As-Constructed Planting Plans</p>	<p>As-Constructed Planting Plans are drawings which show the specific plant species (Botanical & Common Names) and quantities planted per garden bed along with a total plant quantities list table. This drawing is used by City of Adelaide's Operations Team for the purpose of maintaining architecturally designed gardens.</p>
<p>Updated Traffic Signal Drawings</p>	<p>Updated Traffic Signal Drawings are required following modifications to traffic signal infrastructure. These include updates to the Traffic Signal Plan, the Traffic Signal Cable and Conduit Drawings; and the Traffic Control Plan.</p> <p>These updates are critical to ensuring safe and efficient traffic flow, compliance with design standards, and alignment with the most current operational requirements.</p> <p>All three drawing sets - Traffic Signal Plan, Traffic Signal Cable and Conduit Drawings, and Traffic Control Plan - must be submitted as separate documents and clearly identify all works undertaken.</p> <p>In addition, certification must be provided confirming that the traffic signals have been configured and commissioned in accordance with the approved design intent. This certification should be issued or endorsed by the Department for Infrastructure and Transport (DIT), verifying that the final phasing and sequencing align with DIT's programming intent.</p>
<p>Quality Assurance Documentation</p>	<p>Quality Assurance Documentation must be produced to demonstrate that works have been constructed in accordance with specifications requirements.</p> <p>These records ensure that materials, workmanship, and processes meet specification requirements through inspection and testing plans. Any departures from the original Specification and/or design documentation, that are agreed with the City of Adelaide and/or 3rd Parties, must be documented and rationalised as part of the transmittal.</p>

<p>Asset Commissioning Documentation</p>	<p>Where required by the Specification, Asset Commissioning Documentation is to be provided. Commissioning Results and Certification serve as formal records verifying the testing and validation of systems or equipment after installation, ensuring they operate as intended.</p> <p>Commissioning Results detail performance test outcomes, functional checks, and any adjustments made during the commissioning process, while Certification provides an official declaration that the system or equipment meets specified standards, requirements, and design intent. These documents are critical for project handover and ongoing operational assurance.</p>
<p>Certificates of Compliance</p>	<p>Certificates of Compliance are legislatively required following the completion of electrical, gas or plumbing works. For more information on these requirements please refer here.</p> <p>Certificates of Compliance are formal documents issued by a registered professional with authority and licensing to confirm that specific works, installations, or materials comply with relevant laws, regulations, standards, or project specifications.</p> <p>These certificates serve as evidence of adherence to safety, quality, and performance requirements and are often required for legal, regulatory, or contractual purposes.</p>
<p>Essential Safety Provision Compliance</p>	<p>Under the Planning, Development, and Infrastructure Act 2016 (PDIA), the following forms relate to Essential Safety Provisions (ESPs) in building compliance. These forms qualify as Certificates of Compliance with respect to this City of Adelaide building projects.</p> <ol style="list-style-type: none"> 1. Form 1: Outlines the schedule of Essential Safety Provisions required for the building. It specifies the safety measures (e.g., fire detection systems, exit lighting) that need to be installed and maintained. 2. Form 2: Certifies that the Essential Safety Provisions have been installed in accordance with the approved building rules and are compliant with legislative requirements. It is issued by the building certifier upon completion of the work. <p>Note: Form 3's are not applicable for City of Adelaide handover purposes.</p>
<p>Warranty Certificates and Details</p>	<p>Warranty Certificates are official documents provided by a supplier or manufacturer, committing that a product will meet certain standards or be free from defects for a specified period. Warranties will also outline conditions where the supplier or manufacturer will be liable for repair, replacement, or refund if issues arise.</p>

	<p>If an Operations and Maintenance Manual is also required, warranty certificates and further details are to be consolidated into the manual.</p>
Hydraulic CCTV	<p>Hydraulic CCTV refers to the use of a specialised closed-circuit television (CCTV) system to inspect and assess the condition of stormwater and/or sewer infrastructure, such as pipes, culverts, and drains. This process involves inserting a camera into the hydraulic system to verify new infrastructure has been installed free of defects and functioning as intended.</p> <p>CCTV inspection and reporting shall be undertaken in accordance with <i>WSA Accord 2020</i> and <i>IPWEA Practice Note 5</i>. Deliverables include the CCTV video footage as well as the associated WinCan file and WinCan Summary Report (pdf format).</p>
Asbestos Management Documentation	<p>Asbestos Management Documentation summarises works undertaken involving the removal of asbestos. This information is required to inform updates to the City of Adelaide’s Asbestos Register.</p> <p>A Clearance Certificate is required from the Licensed Asbestos Removal Contractor to confirm the item can be removed from the Asbestos Register, and the Asbestos Management Plan for the site can be updated.</p>
Site Contamination Documentation	<p>Contaminated Site Management Documentation summarises works undertaken involving the removal or relocation of contaminated site materials. This information is required to inform updates to the City of Adelaide’s Contaminated Land Register.</p> <p>This documentation should be produced by a suitably qualified environmental engineer, summarising the works undertaken and recommending future actions and considerations in relation to the ongoing management of the site.</p>
SA Water Connection Approval	<p>For any water connection, a meter series number for the new service point and an approval letter from SA Water is required, along with SA Water’s concept design for extensions and/or capacity upgrades.</p> <p>Special water connections (e.g., non-drinking water, variable quality, trade waste, remote services, or fire connections) must be included in SA Water’s standard contract and approval letter. Any required permits must also be obtained.</p>

	<p>For irrigated public open spaces (IPOS), a permit is required if the cumulative irrigated area exceeds 5,000 square metres and is supplied by SA Water.</p> <p>Any sub-meter or smart tag used to separately monitor water consumption for memorial gardens, tenancies, or events must include the meter number for the service point and proof of metering integration into the council's energy monitoring platform (PME).</p> <p>For more information and to apply, visit SA Water Connections.</p> <p><i>For further information, please contact Councils Utilities Operations Analyst.</i></p>
<p>New Metering Details</p>	<p>A National Metering Identifier (NMI) (unique number allocated by SAPN for an electricity connection point) is required along with the meter number to ensure accurate tracking of electricity usage and billing for a specific property.</p> <p>Where a smart sub-meter is installed to separately monitor the load of property tenants, events, specific floors, or Distributed Energy Resources (DER) such as rooftop solar, batteries, electric vehicle chargers, and energy management systems, the meter number and proof of metering integration into the council's energy monitoring platform (PME) is required.</p> <p>For any unmetered contestable electricity connections (e.g., traffic signals or public lights) that are not listed in the AEMO load table, the contractor must follow the AEMO process to obtain approval for the devices in the unmetered load table.</p> <p>The following checklist must be used by the Contractor to ensure these requirements are met: www.cityofadelaide.com.au</p> <p><i>For more information, please contact Councils Utilities Operations Analyst.</i></p>
<p>Maintenance Agreements</p>	<p>Documentation that outlines the schedule of post construction maintenance services that the Contractor will be undertaking to manage the assets through an agreed establishment period as specified within the Contract.</p>
<p><i>Other (please specify):</i></p>	<p style="text-align: center;">□</p>