|  |
| --- |
| **Contract Completion Checklist** |
| Contract Title:Contract completion date: |

1. Please complete checklist where required. Not all checklist items will apply to all contracts.

| 1. **Completion activities**
 |
| --- |
| **Activity** | **Completed Yes/ No/ N/A** |
| **Operational completion activities** |  |
| All access cards have been returned or access codes changed |  |
| Completion of work/services and payment (inclusive of invoices) has been achieved in accordance with the contract |  |
| Handover/acceptance Certificate has been issued |  |
| **Performance completion activities** |  |
| KPI documentation has been updated and finalised |  |
| Post contract performance / lessons learned report prepared and issued to Budget Holder |  |
| Feedback between customer and contractor on contract performance and relationship has been provided |  |
| **Compliance completion activities** |  |
| completion quality assurance and control review process has been conducted with the contractor and all remedial actions taken |  |
| Compliance with contractual terms, quality assurance and product standards has been confirmed |  |
| All defects and non-conformances have been rectified and completed |  |
| Asset and component information updated  |  |
| **Commercial completion activities** |  |
| Confirmed all obligations have been fulfilled or omissions accounted for |  |
| Final completion certificate issued |  |
| Documented completion of all claims (insurance, warranties, guarantees) |  |
| Retention monies are considered and, where appropriate, released |  |
| Assets transferred where appropriate |  |
| Performance securities (e.g. insurances, bank guarantees and warranties) are still valid and indicate date for termination/release |  |
| Final account statement has been agreed and closed (including invoice payment) |  |
| **Relationship completion activities** |  |
| Exit communication plan had been agreed and implemented |  |
| Contractor, key-users/stakeholders/security are informed about termination or contract expiry  |  |
| Provide feedback to SEC |  |
| **Administration completion activities** |  |
| Lessons learned session has been conducted  |  |
| Contracts and relevant documents have been completed & archived. Contract management systems updated to record contract status  |  |

|  |
| --- |
| 1. **Completion activities**
 |
| **Additional notes / comments** |

|  |
| --- |
| 1. **Approvals**
 |
| ***Prepared by:****Name, Position* | ***Signature:*** | ***Date:*** |
| ***Approved by:****Name, Position* | ***Signature:*** | ***Date:*** |