

PROJECT/ STAGE CLOSOUT REPORT	
Dated	
Project Name/ Code	
Project Manager	<i>Name of the Current Project Manager</i>
Project Engineer	<i>Name of the Current Project Engineer</i>
Designer/s	
Contractor/s	
Project Description	<i>200 words minimum</i>
Project Stage	<i>Masterplan/ Conceptual/ Preliminary Design/ Detailed Design/ Procurement/ Executi</i>

*Status = %, NS=Not Submitted, NA=Not Applicable

NOTE: Please a Project Closout Report for every Stage of the Project, and then one Final Closeout Report for all stages incl

CHECKLIST				
S#	DESCRIPTION	STATUS*	APPENDIX	REMARKS
A	PROJECT SUMMARY			
1	Opportunity Statement			
2	Client Brief			
3	Design Brief			
4	Project Brief			
5	Project Charter			
6	Project Execution Plan			
7	List of Applicable Standards			
8	Benchmarking reports			
9	List of Waivers			
B	SCOPE AND VARIATIONS DOCUMENTS			
1	Scope of Work			
2	Contract Conditions/ Signed Contract			
3	List of Design/ Technical Documents			
4	List of Studies/ Reports/ Calculations			
5	Material/ Qty takeoff			
6	Value Engineering Studies/ Implementation			
7	Improvement Practices/ Implementation			
8	List of Approved Changes with Justification			
9	List of Probable/ Pending issues			
C	EXECUTION REPORTS/ DOCUMENTS			
1	Milestones Report			
2	Baseline Schedule			
3	Schedule Performance Report			
4	Project Cost Analysis			
5	Project Quality Index Report			
6	Project Safety Index Report			
7	Project Quality Violations List			
8	Project Safety Violations List			
9	List of Request for Inspections			
10	List of Partial Completion Certificates			
11	Final Completion Certificate			

PROJECT/ STAGE CLOSOUT REPORT	
Dated	
Project Name/ Code	
Project Manager	<i>Name of the Current Project Manager</i>
Project Engineer	<i>Name of the Current Project Engineer</i>
Designer/s	
Contractor/s	
Project Description	<i>200 words minimum</i>
Project Stage	<i>Masterplan/ Conceptual/ Preliminary Design/ Detailed Design/ Procurement/ Execut</i>

*Status = %, NS=Not Submitted, NA=Not Applicable

NOTE: Please a Project Closout Report for every Stage of the Project, and then one Final Closeout Report for all stages incl

CHECKLIST				
S#	DESCRIPTION	STATUS*	APPENDIX	REMARKS
12	Final Handover/ Acceptance Certificate			
13	Final Progress Report			
14	List of Achievements			
15	List of Deficiencies			
16	As-Built Drawings			
17	Critical/ Progress/ Completion Pictures			
D	<u>COSTS AND MANHOURS ANALYSIS</u>			
1	DESIGNERS AND CONSULTANTS REPORTS			
i	Master Planning			
ii	Conceptual Design and Studies			
iii	Preliminary Design and Studies			
iv	Detailed Design and Studies			
v	Procurement Support			
vi	Construction Support			
vii	As-Built Drawings			
2	PROJECT MANAGEMENT AGENCY REPORTS			
i	Master Planning			
ii	Conceptual Design and Studies			
iii	Preliminary Design and Studies			
iv	Detailed Design and Studies			
v	Procurement			
vi	Construction			
vii	Pre-commissioning			
viii	Commissioning			
ix	As-Built Drawings			
3	CONSTRUCTION AGENCIES REPORTS			
i	Detailed Design and Studies			
ii	Procurement			
iii	Construction			
iv	Pre-commissioning			
v	Commissioning			
vi	As-Built Drawings			

PROJECT/ STAGE CLOSOUT REPORT	
Dated	
Project Name/ Code	
Project Manager	<i>Name of the Current Project Manager</i>
Project Engineer	<i>Name of the Current Project Engineer</i>
Designer/s	
Contractor/s	
Project Description	<i>200 words minimum</i>
Project Stage	<i>Masterplan/ Conceptual/ Preliminary Design/ Detailed Design/ Procurement/ Executi</i>

*Status = %, NS=Not Submitted, NA=Not Applicable

NOTE: Please a Project Closout Report for every Stage of the Project, and then one Final Closeout Report for all stages incl

CHECKLIST				
S#	DESCRIPTION	STATUS*	APPENDIX	REMARKS
E	MATERIALS REPORTS/ ANALYSIS			
1	CONTRACTOR SUPPLIED MATERIALS			
i	Cost Summary of on-Shore Procurements			
ii	Cost Summary of off-Shore Procurements			
iii	List of Purchase orders (Value >2%)			
iv	List of Major Quantities			
2	COMPANY SUPPLIED MATERIALS			
i	Cost Summary of on-Shore Procurements			
ii	Cost Summary of off-Shore Procurements			
iii	List of Purchase orders			
iv	List of Major Quantities			
F	GENERAL REPORTS			
1	List of Stakeholders and Contacts			
2	Interface Responsibility matrix			
3	List of Land Use/ Jurisdiction Permits			
4	Critical Minutes of Meetings			
5	Critical MOUs			
6	Project Documentation Archiving Report			
7	List of Equipment Manuals and Trainings			
	Others/ Miscellaneous			

