Overview of Commissioning, Completion, Handover and Takeover

The Commissioning, Completion, Handover and Takeover process commences in the initial stages of an infrastructure project. This provides an overview of steps to be taken in the Commissioning, Completion, Handover and Takeover process at the different stages of an infrastructure project. The roles and responsibilities are addressed in the relevant contract terms and conditions and shall need to be included in your projects tender documentation prior to release.

This Flowchart shows the Commissioning, Completion, Handover and Takeover process diagrammatically.

The levels of the flowchart represent:

- The life cycle of the Works
- The stages of an infrastructure project
- The Commissioning, Completion, Handover and Takeover stages and the outputs produced at each stage.
- For staged Commissioning, completion for Handover and Takeover this process would be performed for each stage for further information seek clarification from DCC.

Commissioning & Completion

Definition: Commissioning

Commissioning verifies that the Works and all relevant systems, equipment and assemblies have been installed, tested, operated and maintained in accordance with the requirements of the relevant contract. Commissioning also includes the Works are built as designed, are certified by a suitably qualified engineer and are fit for the intended purpose.

Commissioning takes place during the construction of the Works, before Completion (as defined in the relevant construction contract) of the Works.

As indicated in the flowchart, Commissioning planning commences in design development. As part of the Commissioning process the DSC are responsible for specifying detailed commissioning requirements and acceptance criteria for achieving design intent, and for transferring the information to the Construction Contractor for the development of the Commissioning and Handover plan.

The Construction Contractor is responsible for developing a Commissioning and Handover Plan, also to ensure that all Commissioning and Handover requirements are addressed and relevant stakeholders consulted as part of the process. The Commissioning and Handover requirements are detailed in the conditions of contract, reference clause 9.13 Commissioning and Handover.

The CFI Project Officer / Director and the PM/CA are responsible for reviewing the Commissioning and Handover Plan prepared by the Construction Contractor. For all participants consultation with the relevant stakeholders is essential to ensure that all Commissioning and Handover requirements are addressed.
**Commissioning is....**

An example of Commissioning is the testing and operation of ICT systems to ensure that such ICT systems meet the requirements of the technical documentation forming part of the construction contract.

Another example of Commissioning is the installation of new aircraft into a newly-constructed hangar.

**Commissioning is not....**

Commissioning is not Handover or Takeover (both of which happen later). These are separate but related stages of an infrastructure project.

**Handover**

**Definition: Handover**

**Handover** is the stage where responsibility for the Works is passed from the Contractor back to CFI.

Handover takes place prior to, and at the time of Completion (as defined in the construction contract) of the Works. The Head Contract conditions of contract reference clause 13.1, Contractor to Notify, and in Head Contract Manual 5 Proforma Notices define completion requirements for the Head Contractor regarding Handover. The contractor shall provide appropriate certification and reports as part of Handover process.

There may be minor defects or omissions in the Works but these do not prevent the Works from being reasonably capable of being used for the intended purpose, and can be corrected without prejudicing the convenient use of the Works. Importantly, the risk in the Works passes back to CFI (subject to the provisions of the construction contract eg. Defects Liability Period).

The Construction Contractor is responsible for developing a Commissioning and Handover Plan, and to ensure that all Commissioning and Handover requirements are addressed. The Commissioning and Handover requirements are detailed in the Construction Contract.

CFI and the PM/CA are responsible for reviewing the Commissioning and Handover Plan prepared by the Contractor and working with the stakeholders and the Construction Contractor to ensure that all Commissioning and Handover requirements are addressed.

**Handover is....**

An example of Handover is the provision of operation and maintenance manuals, as-constructed drawings and warranties. It may also include the provision of suitable training and supporting documentation in order to operate and maintain the new facility as intended.

**Handover is not....**

Handover is not Commissioning (which takes place prior to Completion) or Takeover (which happens after Handover). These are separate but related stages of an infrastructure project.
Takeover

Definition: Takeover

Takeover is the stage where:

- CFI passes responsibility for maintenance and operation of the Works to SDD; and
- CFI provides access to the Works to the user/sponsor.
- Takeover takes place after Commissioning and Handover.

CFI and SDD are jointly responsible for developing a Takeover Plan to ensure that all Takeover roles, responsibilities and requirements are addressed. The Takeover Plan should be developed at the same time as the development of the Commissioning and Handover Plan prepared by the Construction Contractor and reviewed by CFI and relevant stakeholders.

CFI is responsible for ensuring that all relevant matters in the Takeover Plan are also addressed in the Commissioning and Handover Plan prepared by the Construction Contractor.

Takeover is a stage which is internal to Defence and therefore does not involve the Construction Contractor.

Takeover is....

An example of Takeover by CFI is the provision of information to the user/sponsor to facilitate the use and operation of the Works. Another example of Takeover is the provision of operation and maintenance manuals, warranties and as-constructed drawings by CFI to SDD.

Takeover is not....

Takeover is not Commissioning (which takes place prior to Completion) or Handover (which happens before Takeover). These are separate but related stages of an infrastructure project.