

The purpose of this document is to provide proponents with a guide for the preparation of a Handover Report for assets that will be handed-over / transferred to PPA (refer Section 3.5.8 of PPA's Port Development Guidelines). Handover Reports (including all documents and attachments) are to be submitted in accordance with Section 2.6 of PPA's Port Development Guidelines. Handover Reports prepared by a contractor or sub-contractor on the proponent's behalf, are to be reviewed and approved by the proponent before submission to PPA (refer Section 2.8 of PPA's Port Development Guidelines).

SECTION 1: Table of Contents for a Handover Report

Context (PPA's recommended Table of Contents for a Handover Report)

1.	DOCUMENT CONTROL AND AUTHORISATION	2
2.	HANDOVER REPORT	2
2.1.	Asset	2
2.2.	Residual Risks	2
3.	ATTACHMENTS TO CLOSE-OUT REPORT	2
3.1.	Manufacturer's Data Reports	2
3.2.	Operations and Maintenance Manuals	3
3.3.	Quality assurance documentation	3
3.4.	Warranty certificates	3
3.5.	Pre-commissioning inspection report / asset condition report	3

SECTION 2: Details to be included in a Handover Report

Introduction

This document provides proponents with a guide for the preparation of a Handover Report and provides general information on the format and content of a Handover Report that is acceptable to PPA.

On completion of the project, PPA requires that Handover Reports be submitted for each asset that will be handed-over / transferred to PPA.

The Handover Report should cross-reference the relevant Close-Out Report.

1. DOCUMENT CONTROL AND AUTHORISATION

The front cover of the Handover Report should include document control details in accordance with the organisation's internal control procedures, to ensure that approved documentation can be clearly identified. As a minimum, information relating to the person who prepared the Handover Report and their accreditation details, along with sign-off details is to be included (refer Section 2.8 PPA's Port Development Guidelines).

2. HANDOVER REPORT

2.1. Asset

Provide a description of the asset to be handed over / transferred to PPA.

2.2. Legal framework

Provide details of the development condition(s) and/or lease/licence obligations that require the handover of assets and associated provisions.

2.3. Residual risks

Provide details of any residual risks from the construction phase that need to be taken into account during the operation phase.

2.4. Signatures

Include a table to record signatures and dates for both the proponent and PPA. A table that records signatures and dates is important, as signing of the document by PPA represents acceptance by PPA.

3. ATTACHMENTS TO CLOSE-OUT REPORT

3.1. Manufacturer's Data Reports

Manufacturer's data reports should contain all technical details and records of activities performed as part of the construction works, and may include the following;

- Design.

- Supply of materials, proprietary plant and equipment.
- Offsite fabrication, surface treatment and assembly.
- Onsite construction, assembly erection and installation of plant and equipment.
- Inspection, testing and commissioning.

3.2. Operations and maintenance manuals

Operations and maintenance manuals are to be provided to ensure that the asset can be safely operated, and that the asset can be serviced and maintained to achieve reliable operation over its expected life.

3.3. Quality assurance documentation

Refer Section 4.2 of PPA's Port Development Guidelines.

3.4. Warranty certificates

Provide copies of all warranty certificates.

3.5. Pre-commissioning inspection report / asset condition report

Provide an asset condition report and details of the expected performance and life of the asset.

PPA Office Use Only

Process Owner

The Director Port Development has overall responsibility for this form.

Objective ID:	A340692	Version:	4	Approved by:	Director of Port Development
Date approved:	30/11/2015	Review date:	30/11/2017		