



4.4.11 Construction Contract - Practical Completion

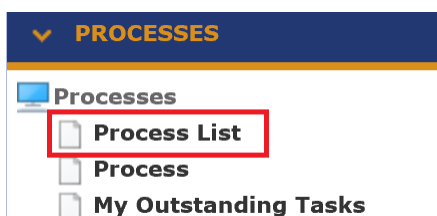
Completion of this process (4.4.11) will trigger the creation of the 5.1.1 Construction Contract Final Payment Claim process and will be ready for use.

This process will be created manually by the contract manager. Completion of the tasks within this process are jointly undertaken by the Superintendent's Representative and the BMW Contract Manager.

Contract Manager Instructions

To create the process;

1. Expand the **Processes** menu
2. Select **Process List** from the menu



3. Click the hyperlink **Click here to add a new process**
4. Select process from the process template dropdown [in this case select **4.4.11 Construction Contract – Claim for Subsequent Payment**]

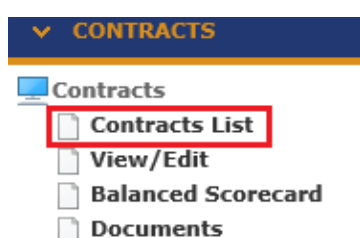
5. Name the process using the following naming convention
4.4.11 < Contract No >< Contractors Name > < Practical Completion
http://portal.bmw.local/documents/doc/829/Mandatory_Naming_Conventions_Final_29_May_2012.docx
Note: Business Level (on the process) MUST be left as **Default>Default>Default**
6. Click **Add**

Supers Rep Instructions

Once this process is available you will receive an email notification to alert you the process has been created. Within the email there will be a link to access the Payment Claim process via PACMan.

Alternatively; the process can also be accessed via the Contracts Module; to do this:

1. Expand the **Contracts** menu and select **Contracts List**



2. Enter the contract number or name in the **Search Text** field. Click **Search**. Click on your contract to select it.

Contract List

Search Text:

10 ▾ ◀ ◀ Page: 1 ▾ of 1 ▶ ▶ ▶ ▶ ▶ ▶ ▶ ▶

Contract Number ▴	Contract Title	Contract Supplier
21588467	Construction contract	BGC Construction

3. There are two ways to access the process (via the Balanced Scorecard screen OR Associations screen)

▼ **CONTRACTS**

Contracts

- Contracts List
- View/Edit
- Balanced Scorecard**
- Documents
- Financial Summary
- Financial Settings

▼ **DETAILS**


- Associations**
- Stakeholder Management

4. Navigate to the **CONTRACTS > Balanced Scorecard** screen and go to the **Linked Processes** Widget. Select your Process from the list of Active Processes displayed.

Linked Processes ⓘ ⬆ ⬇ ✕

Click [here](#) to add a new process.

Name	Description	Date Commenced	
4.3.12 Construction Contract Adjustment	Supers Rep loads Contractors Adjustment cl...	07/04/2016	0%
4.3.11b SR Setup Tasks Contract No: 215884...	Tasks required to be completed, by the Sup...	07/04/2016	0%
4.3.11b (SR) Reviews Contract Details: 215...	Tasks required to be completed, by the Sup...	07/04/2016	0%
4.3.14 21588467 Claim 02 Construction cont...	Construction Contract - Claim for Subseque...	15/04/2016	0%


Alternatively, you could also navigate to the **CONTRACTS > Details > Associations** Screen. From this screen you will see a list of the associated Processes, you can access a process by clicking on the  for the required Payment Claim process.

Processes

Search Text: ✕

Process Status: --ALL-- ▾

10 ▾ ◀ ◀ Page: 1 ▾ of 1 ▶ ▶ ▶ ▶ ▶ ▶ ▶ ▶ Showing 1 to 2 of 2 items.

Name ▴	Status	Go To
! 4.4.11 Construction Contract Practical Completion	Active	

Process Task List

Process Task List

Select a Task to view or [Click here to add a new Task](#), or [Click here to add a new sub process](#).

◀◀ ◀ Page 1 of 1 ▶ ▶▶

Status	Task Name	Attachments	Additional Info	Not Applicable	Go To
<input type="checkbox"/> Incomplete	Link Process to Contract - search in ENTITY field @ Top of Screen			<input type="checkbox"/>	
<input type="checkbox"/> Blocked	Amend Contract Description to include Tender NO #			<input type="checkbox"/>	
<input type="checkbox"/> Blocked	[SR] Attach Contractor's Notification of "Anticipated Practical Completion" (within 14 or more days)			<input type="checkbox"/>	
<input type="checkbox"/> Blocked	[CM] Attach Certificate of Occupancy			<input type="checkbox"/>	
<input type="checkbox"/> Incomplete	[SR] Attach/Confirm Practical Completion Documents provided by Contractor			<input type="checkbox"/>	
<input type="checkbox"/> Blocked	Super's Rep Undertakes Pre-Inspection for defects			<input type="checkbox"/>	
<input type="checkbox"/> Blocked	CM Provides Agency with List of Final Defects			<input type="checkbox"/>	
<input type="checkbox"/> Blocked	Contractor advises Super's Rep Date for Practical Completion			<input type="checkbox"/>	
<input type="checkbox"/> Blocked	Contract Manager updates Key Dates re Practical Completion Date			<input type="checkbox"/>	
<input type="checkbox"/> Blocked	CM notifies Agency of potential practical completion & need for insurances			<input type="checkbox"/>	
<input type="checkbox"/> Incomplete	Issue Practical Completion Certificate with Defect & Omissions details			<input type="checkbox"/>	
<input type="checkbox"/> Blocked	CM Confirms Security (PC Bank Guarantee) to be released			<input type="checkbox"/>	
<input type="checkbox"/> Blocked	Confirm Security (Bank Guarantee) Released			<input type="checkbox"/>	
<input type="checkbox"/> Incomplete	Set Reminders for Defect Expiry Period(s)			<input type="checkbox"/>	
<input type="checkbox"/> Blocked	For each Separable Portion, undertake Practical Completion (conditions precedent)			<input type="checkbox"/>	
<input type="checkbox"/> Blocked	Update Contract Status to DEFECTS Liability Period			<input type="checkbox"/>	

◀◀ ◀ Page 1 of 1 ▶ ▶▶

[CM] Link Process to Contract – Search in ENTITY field @ TOP of Screen

1. Search for your Contract in the Entity Field under the Process Details Box, you will need to type in your contract number or part of the contract name and search using the magnifying glass.

Process Details

Process Add/Edit

Edit process name and/or update the process entity name or click here to [View Milestones](#) for this process.
Click [here](#) to Set All Incomplete Tasks to Not-Applicable.

Process Name: 4.4.11 Construction Contract Practical Completion

Entity: Contract

Owner: Melisa Perkins (OWAdmin)

Business Level: Default>Default>Default

Description: Process for PRACTICAL COMPLETION of a Construction Contract.
Completion of this process will create the process 5.1.1 on this contract.
Updated: 03-Nov-2015 (KP & MDW)

☒ Show Not Applicable Process Tasks.

Update Close Delete

2. Select the correct contract from the selection displayed.
3. Click **Update**.
4. Mark this task as **complete**.
5. Completion of this task sends an email notification to the Superintendent's Representative.

Amend Contract Description to include Tender NO #

1. Click the to enter the task
2. Amend the **Contract Title** to include the **Tender No#**

CONTRACTS > View/Edit

Current Contract: 21588731: Construction Contract

Administration Tools

Contract | Contacts | Type | Enterprise | Scope | Projects | Order of Delegation | Security

Contract

Contract Number: 21588731

Contract Title: Construction Contract

Contract Supplier: Brookfield Multiplex Pty Ltd
Associated in this Contract. [Click here.](#)

Status: 03-Active

Form of Contract: AS2124 (1992) - GL204104

Buy/Sell: Buy Contract

Preliminary: None

Panel Contract: ☐

Apply Close

[Return to the "Amend Contract Description to include Tender NO #" task](#)

3. Click **Apply** to save.
4. Use the **Return to** link to navigate back to the task list and mark this task **complete**.

[SR] Attach Contractor's Notification of "Anticipated Practical Completion (within 14 days or more)"

1. **Attach a copy of the Anticipated Practical Completion:**
 - a) Click the to enter the Document Storage screen.
 - b) Click the link **Click here to add a new Storage Item**.
 - c) Enter the following details:
 - **Title:** Document Title
 - **Document Type:** Select an applicable type or leave as **Not Set**

- **Date:** This will default to today's date
- Use the **Browse** button to locate your document.
 - Click **Upload** to save.
 - Click **Add** to record your Storage Item Entry.

The screenshot shows the 'Storage Add/Edit' form with the following fields and annotations:

- Title:** RCTI Agreement (Annotation: Enter a Title for the document)
- Document Type:** RCTI Agreement (Annotation: Select Document Type e.g. RCTI Agreement)
- File Location:**
 - ☒ New (Annotation: Use Browse to locate the document)
 - ☐ Confidential
 - (Annotation: Click Upload to attach the document in PACMan)
 - (Annotation: Use Browse to locate the document)
 -
- Date:** 20/05/2015
- Version:** (empty)
- Officer:** (empty)
- Time:** (empty)
- Buttons:** Add, Close (Annotation: Click Add save the document)


2. Complete the task:

- Use the **Return to** link to navigate back to the Process Task List.
- Mark this task as **complete**.

[CM] Attach Certificate of Occupancy

1. Attach a copy of the Certificate of Occupancy:

This should have been received electronically

- Click the  to enter the **Document Storage** screen.
- Click the link **Click here to add a new Storage Item**.
- Enter the following details:
 - **Title:** Document Title
 - **Document Type:** Select an applicable type or leave as **Not Set**
 - **Date:** This will default to today's date
- Use the **Browse** button to locate your document
- Click **Upload** to save.
- Click **Add** to record your Storage Item Entry.

2. Complete the task:

- Use the **Return to** link to navigate back to the Process Task List.
- Mark this task as **complete**.

[SR] Attach/Confirm Practical Completion Documents provided by Contractor

Click on the **bold task name** to view the sub-process task list, complete each of these tasks.

Process Task List

Select a Task to view or [Click here to add a new Task](#), or [Click here to add a new sub process](#).

Page 1 of 1

Status	Task Name	Attachments	Additional Info	Not Applicable To	Go To
<input type="checkbox"/> Incomplete	Link Process to Contract - search in ENTITY field @ Top of Screen			<input type="checkbox"/>	
<input type="checkbox"/> Blocked	[SR] Attach Contractor's Notification of "Anticipated Practical Completion" (within 14 or more days)			<input type="checkbox"/>	
<input type="checkbox"/> Blocked	[CM] Attach Certificate of Occupancy			<input type="checkbox"/>	
<input type="checkbox"/> Incomplete	[SR] Attach/Confirm Practical Completion Documents provided by Contractor			<input type="checkbox"/>	
<input type="checkbox"/> Blocked	Super's Rep Undertakes Pre-Inspection for defects			<input type="checkbox"/>	

Attach Testing and Commissioning Regime Plans and Documentation

1. Attach a copy of the required documentation:

- Click the to enter the **Document Storage** screen.
- Click the link **Click here to add a new Storage Item**.
- Enter the following details:
 - Title:** Document Title
 - Document Type:** Select an applicable type or leave as **Not Set**
 - Date:** This will default to today's date
- Use the **Browse** button to locate your document.
- Click **Upload** to save.
- Click **Add** to record your Storage Item Entry.

2. Complete the task:

- Use the **Return to** link to navigate back to the Process Task List.
- Mark this task as **complete**.

Confirm Contractor has completed Testing & Commissioning

This is an off-system task, mark as **complete** to acknowledge and confirm has completed Testing & Commissioning.

Confirm "As Constructed" Drawings have been received

This is an off-system task, mark as **complete** to acknowledge and confirm "As Constructed" Drawings have been received.

Confirm "As Constructed" Drawings sent to BMW

This is an off-system task, mark as **complete** to acknowledge and confirm "As Constructed" Drawings sent to BMW.

Attach Maintenance Plan and Schedule (if applicable)

If this task is not required for the contract mark as **Not Applicable**. If this task is required complete the following;

1. Attach a copy of the required documentation:

- Click the to enter the **Document Storage** screen.
- Click the link **Click here to add a new Storage Item**.
- Enter the following details:
 - Title:** Document Title
 - Document Type:** Select an applicable type or leave as **Not Set**
 - Date:** This will default to today's date
- Use the **Browse** button to locate your document.


- e) Click **Upload** to save.
- f) Click **Add** to record your Storage Item Entry.

2. Complete the task:

- a) Use the **Return to** link to navigate back to the Process Task List.
- b) Mark this task as **complete**.

Attach Operational and Equipment Maintenance Manuals

1. Attach a copy of the required documentation:

- a) Click the  to enter the **Document Storage** screen.
- b) Click the link **Click here to add a new Storage Item**.
- c) Enter the following details:
 - **Title:** Document Title
 - **Document Type:** Select an applicable type or leave as **Not Set**
 - **Date:** This will default to today's date
- a) Use the **Browse** button to locate your document.
- b) Click **Upload** to save.
- c) Click **Add** to record your Storage Item Entry.

2. Complete the task:


- a) Use the **Return to** link to navigate back to the Process Task List.
- b) Mark this task as **complete**.

Confirm training provided to Occupants

This is an off-system task, mark as **complete** to acknowledge and confirm training has been provided to occupants.

Attach Manuals & Warranty Documents

1. Attach a copy of the required documentation:

- a) Click the  to enter the **Document Storage** screen.
- b) Click the link **Click here to add a new Storage Item**.
- c) Enter the following details:
 - **Title:** Document Title
 - **Document Type:** Select an applicable type or leave as **Not Set**
 - **Date:** This will default to today's date
- d) Use the **Browse** button to locate your document.
- e) Click **Upload** to save.
- f) Click **Add** to record your Storage Item Entry.

2. Complete the task:


Use the **Return to** link to navigate back to the Process Task List.

Mark this task as **complete**.

Super's Rep Undertakes Pre-Inspection for defects

Discuss any defects with the contractor and attach relevant documentation in this task.

1. Attach a copy of relevant documentation:

- g) Click the  to enter the **Document Storage** screen.
- h) Click the link **Click here to add a new Storage Item**.
- i) Enter the following details:
 - **Title:** Document Title
 - **Document Type:** Select an applicable type or leave as **Not Set**
 - **Date:** This will default to today's date
- j) Use the **Browse** button to locate your document.
- k) Click **Upload** to save.

l) Click **Add** to record your Storage Item Entry.


2. Complete the task:

Use the **Return to** link to navigate back to the Process Task List.

Mark this task as **complete**.

CM Provides Agency with List of Final Defects

1. Attach a copy of the Defect List provided to the Agency using the following instructions:

m) Click the  to enter the **Document Storage** screen.

n) Click the link **Click here to add a new Storage Item**.

o) Enter the following details:

- **Title:** Document Title
- **Document Type:** Select an applicable type
- **Date:** This will default to today's date

p) Use the **Browse** button to locate your document.

q) Click **Upload** to save.

r) Click **Add** to record your Storage Item Entry.

2. Complete the task:

Use the **Return to** link to navigate back to the Process Task List.

Mark this task as **complete**.

Contractor advises Super's Rep Date for Practical Completion

This is an off-system task, mark as **complete** to acknowledge that the contractor has advised the date for Practical Completion.

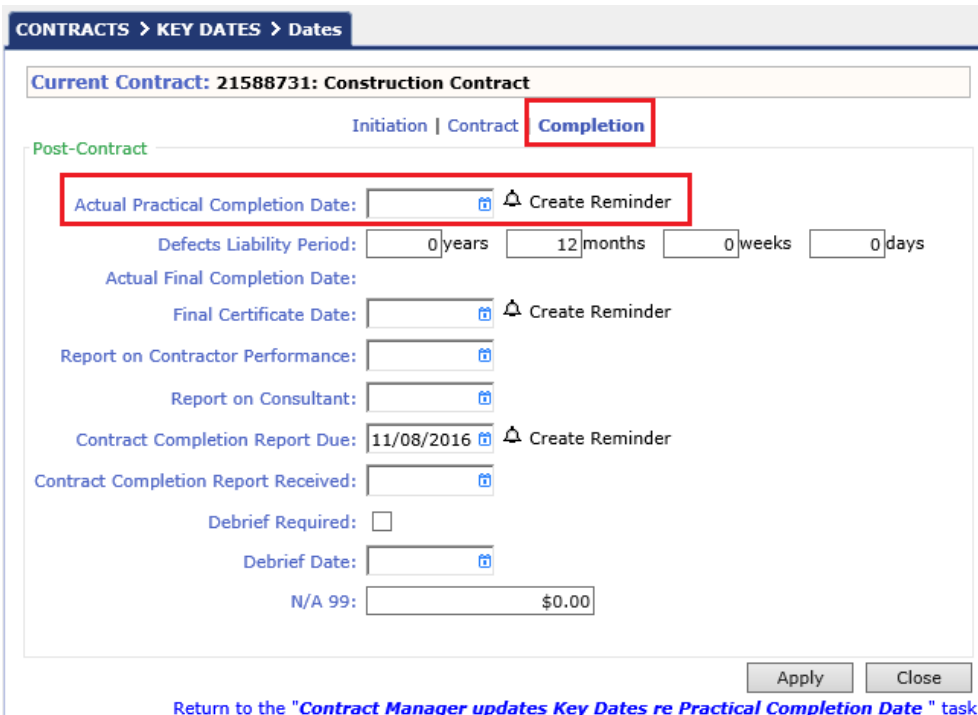
Contract Manager updates Key Dates re Practical Completion Date

1. Click the  to enter the **Key Dates** screen.

2. Review the dates on the **Contract** [tab].

3. Select the **Completion** [tab] and add the **Actual Practical Completion Date**, check the **Defects Liability Period** is correct.

4. Click **Apply** to save the changes.





CONTRACTS > KEY DATES > Dates

Current Contract: 21588731: Construction Contract



Initiation | Contract **Completion**


Post-Contract


Actual Practical Completion Date:   Create Reminder



Defects Liability Period: 0 years 12 months 0 weeks 0 days


Actual Final Completion Date:

Final Certificate Date:   Create Reminder


Report on Contractor Performance: 

Report on Consultant: 

Contract Completion Report Due: 11/08/2016   Create Reminder

Contract Completion Report Received: 

Debrief Required: ☐

Debrief Date: 

N/A 99: \$0.00

Apply Close

[Return to the "Contract Manager updates Key Dates re Practical Completion Date" task](#)

5. Use the **Return to** link to navigate back to the Process Task List.

6. Mark this task as **complete**.

CM notifies Agency of potential practical completion & need for insurances

This is an off-system task, mark as **complete** to acknowledge that you have notified the Agency of potential practical completion and the need for insurances.

Issue Practical Completion Certificate with Defect & Omissions details

Click on the **bold task name** to view the sub-process task list, complete each of these tasks.

<input type="checkbox"/>	Incomplete	CM notifies Agency of potential practical completion & need for insurances		<input type="checkbox"/>
<input type="checkbox"/>	Incomplete	Issue Practical Completion Certificate with Defect & Omissions details		<input type="checkbox"/>
<input type="checkbox"/>	Blocked	CM Confirms Security (PC Bank Guarantee) to be released		<input type="checkbox"/>

[SR] Confirm Practical Completion Date is correct

1. Click the to enter the **Key Dates** screen, ensure you are looking at the **Completion tab**.
2. Check the **Actual Practical Completion Date** is correct.

Initiation | Contract | **Completion**

Post-Contract

Actual Practical Completion Date: 23/08/2018

Defects Liability Period: 0years 12months 0weeks 0days

Actual Final Completion Date: 23/08/2019

Final Certificate Date:

Report on Contractor Performance:

Report on Consultant:

Contract Completion Report Due: 11/08/2016

Contract Completion Report Received:

Debrief Required: No

Debrief Date:

N/A 99: \$0.00

[Close](#)

[Return to the "\[SR\] Confirm Practical Completion Date is correct" task](#)

3. Use the **Return to** link to navigate back to the process.
4. Mark this task as **complete**.

[SR] Create Practical Completion Certificate

1. Click the to enter the **Document Creation** screen.
2. Select the **AS2124 Certificate of Practical Completion**

CONTRACTS > COMMUNICATION > Document Creation

Current Contract: 21588731: Construction Contract

Templates

Document Types: -- All --

709 - Contract Closure Letter V0.2

Appointment of Superintendent's Representative D/N 103

AS2124 Certificate of Final Completion

AS2124 Certificate of Practical Completion

Bank Guarantee Procedures D/N 174

Certificate of Practical Completion

Letter Acceptance of Offer D/N 131

Letter Acceptance of Proposal Art Coordinator D/N 128

Variation Valuation

[Return to the "\[SR\] Create Practical Completion Certificate" task](#)

3. A file download popup will appear, click Open or Save and follow the prompts to view the certificate

Do you want to open or save Report.rtf from test-pacman.openwindows.com.au?

[Open](#) [Save](#) [Cancel](#)

4. Save a copy of the certificate.




5. Use the **Return to** link to navigate back to process task.

6. Mark this task **complete**.

[SR] Attach Practical Completion Certificate – must be unconditional

If this task is not required for the contract mark as **Not Applicable**. If this task is required complete the following;

1. **Attach a copy of the required documentation:**


- Click the  to enter the **Document Storage** screen.
- Click the link **Click here to add a new Storage Item**
- Enter the following details:
 - Title:** Document Title
 - Document Type:** Select an applicable type or leave as **Not Set**
 - Date:** This will default to today's date
- Use the **Browse** button to locate the certificate you generated and saved in the last task.
- Click **Upload** to save.
- Click **Add** to record your Storage Item Entry.

2. **Complete the task:**

- Use the **Return to** link to navigate back to the Process Task List.
- Mark this task as **complete**.

[SR] Adds Practical Completion (Milestone) Report

1. **Attach a copy of the required documentation:**


- Click the  to enter the **Document Storage** screen.
- Click the link **Click here to add a new Storage Item**
- Enter the following details:
 - Title:** Document Title
 - Document Type:** Select an applicable type or leave as **Not Set**
 - Date:** This will default to today's date
- Use the **Browse** button to locate your document
- Click **Upload** to save.
- Click **Add** to record your Storage Item Entry.

2. **Complete the task:**

- Use the **Return to** link to navigate back to the Process Task List
- Mark this task as **complete**

[SR] Manage any Defects

1. **Attach a copy of the required documentation:**

- Click the  to enter the **Document Storage** screen
- Click the link **Click here to add a new Storage Item**
- Enter the following details:


- **Title:** Document Title
 - **Document Type:** Select an applicable type or leave as **Not Set**
 - **Date:** This will default to today's date
- d) Use the **Browse** button to locate your document
 - e) Click **Upload** to save.
 - f) Click **Add** to record your Storage Item Entry

2. Complete the task:

- a) Use the **Return to** link to navigate back to the Process Task List
- b) Mark this task as **complete**

[CM] Advise Agency Practical Completion & Occupancy Date

1. Attach a copy of the required documentation:

- a) Click the  to enter the **Document Storage** screen
- b) Click the link **Click here to add a new Storage Item**
- c) Enter the following details:
 - **Title:** Document Title
 - **Document Type:** Select an applicable type or leave as **Not Set**
 - **Date:** This will default to today's date
- d) Use the **Browse** button to locate your document
- e) Click **Upload** to save.
- f) Click **Add** to record your Storage Item Entry.


2. Complete the task:

- a) Use the **Return to** link to navigate back to the Process Task List
- b) Mark this task as **complete**

CM Confirms Security (PC Bank Guarantee) to be released

To confirm security to be released, mark this task as **complete**. This will trigger a notification to the Contract Manager and Contract Insurances/Securities officer notifying them to complete this action.

Confirm Security (Bank Guarantee) Released

1. Click the  to enter the **Securities** screen.
2. Select the security to open more detail.
3. Record the **Actual Date Released**.

Securities Edit

Security Type: Bank Guarantee

Party | Institution: Commonwealth Bank

Security Expiry Date: Create Reminder

Reference Number: 14567543

Security Value: \$10,000,000.00

Monetary Type: -- Not Set --

Date Requested: 1/08/2014

Date Lodged: 1/08/2016

Estimated Release Date: 19/08/2016 Create Reminder

Actual Date Released: 12/08/2016

Unconditional Undertaking: ☐

Details:

Attachment: **Attachments**

☒ Document.docx

☐ Confidential

New Browse... Upload


☐ Existing

Update Close Delete

- Click **Update** to save.
- Use the **Return to** link to navigate back to the process task list.
- Mark this task as **complete**. This will trigger a notification to Contract Manager and Supers rep confirming the release of the security.

Set Reminder for 2 months prior to expiry of Defects Liability Period(s)

This task can be completed by either the Contract Manager or the Superintendent's Representative.

- Click the  to enter the **Contract Dates Screen**.
- Go to the **Completion** tab.
- To set a reminder 2 months prior to the expiry of defects liability click the **Create Reminder** button on the **Final Completion** date field.

Initiation | Contract **Completion**

Post-Contract

Actual Practical Completion Date: 23/08/2018 Create Reminder

Defects Liability Period: 0 years 12 months 0 weeks 0 days

Actual Final Completion Date: 23/08/2019 **Create Reminder**

Final Certificate Date: Create Reminder

Report on Contractor Performance:

Report on Consultant:

Contract Completion Report Due: 11/08/2016 Create Reminder

Contract Completion Report Received:

Debrief Required: ☐

Debrief Date:

N/A 99: \$0.00

- Adjust the reminder title to reflect “[Contract No] End of Defects Liability Period and ensure the start date is set to two months’ prior the end of this period.

CONTRACTS > KEY DATES > Dates

Entity: Contract Entity Name: 21588731: Construction Contract
Property: Final Completion

Properties | Recipients | Occurrence | Message | Escalation

Reminder Properties

Reminder Title: [21588731] End of Defects Liability Period

Reminder Creator: Melisa Perkins (OWAdmin)

Start Date: 24/07/2019 Recalculate

End Date: 23/08/2019 Recalculate

Daily Reminders: 5 days before end date.

Sending Options: ☒ Email ☒ In System ☐ Priority

☒ Deactivate On End Date

- You may also wish to adjust the message to include a statement about the end of the Defects Liability Period.

Properties | Recipients | Occurrence | Message | Escalation

Message Text

This will display in the message body, allowing you to attach a custom message to each reminder.

Insert: All recipients list Add

Template: Contract Reminder Template

Reset Reminder From Template

Reset Message From Template

The upcoming date "((PROPERTY))" is due in ((DAYS)) day(s). This is the end of the Defects Liability Period.

Contract: ((DATA2)) - ((DATA1))

Party: ((DATA3))

Date: ((ENDDATE))


Apply Close Delete

- Click **Apply**
- Use the **Return to** link to navigate back to the Process Task List.
- Mark the task as **complete**.

For each Seperable Portion, undertake Practical Completion (conditions present)

This is an off-system task, mark as **complete** to aknowledge that you have undertaken practical completion for each seperable portion.

Update Contract Status to DEFECTS Liability Period

1. Click the  to enter the **Contract** screen.
2. Update the **Status** field to reflect **10-Defects**.

CONTRACTS > View/Edit

Current Contract: 21588731: Construction Contract


Administration Tools

Contract | **Contacts** | **Type** | **Enterprise** | **Scope** | **Projects** | **Order of Delegation** | **Security**

Contract

Contract Number: 21588731

Contract Title: Construction Contract

Contract Supplier: Brookfield Multiplex Pty Ltd  *There are other Parties*
Associated in this Contract. Click here.

Status: **10-Defects** ▼

Form of Contract: AS2124 (1992) - GL204104 ▼

Buy/Sell: Buy Contract ▼

Preliminary: None

Panel Contract: ☐

[Return to the "Update Contract Status to DEFECTS Liability Period" task](#)

3. Click **Apply**
4. Use the **Return to** link to navigate back to the process task list
5. Mark this task as **complete**

Additional Information

Check Defects Liabilities has been completed and that payment claim is made within the 28-day period or is instigated by the Superintendent's Representative.

Process Auto Creation

Upon completion of this process PACMan will auto-create the 5.1.1 Construction Contract Final Payment Claim Process.