



Government of **Western Australia** Department of **Finance**





Quick Reference Guide This QRG aligns with the Project Management Framework

4.4.11 [SR and CM] 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 added by the contract manager. Completion of the tasks within this process are jointly undertaken by the Superintendent's Representative and the Contract Manager.

CONTRACT MANAGER INSTRUCTIONS

To create the process.

1. Expand the Processes menu and select Add Process from the menu list.



2. Select process from the process template dropdown [in this case select 4.4.11 Construction Contract – Claim for Subsequent Payment]



6. Click on Update



Process Add/Edit	6. pt :-	
Edit process name and/or update the process entity name or click here to <u>View Milesto</u> Click <u>here</u> to Set All Incomplete Tasks to Not-Applicable.	ines for this process.	
Process Name: 4.4.11 Construction Contract Practical Completion		
Entity: Contract		
Owner: Lucy Spasojevic (OroAdmin)		
Business Level: Default>Default>Default	✓	
Description: Process for PRACTICAL COMPLETION of a Construction	Contract.	
Revised: 22-Nov-2017	.i on this contract.	
	✓ SI	how Not Applicable Process Tasks.
		Jpdate Close Delete
are two ways to access the process		
	, Associations screeny	
✓ CONTRACTS		
Contracts		
Contracts List		
Panel Contract List		
QuickContract [™]		
> 🛑 CUSTOM FORMS		
Enterprise Contract List		
Add Contract		
View/Edit		
Contract Dashboard		
Einancial Summary		
Financial Settings		
Panel Engagement		
Associations		
Stakeholders		
ate to the CONTRACTS > Contract Dashboa	ard screen and go to the Linked Processes Wid	get. Select vour Pr
the list of Active Descrete displayed		
the list of Active Processes displayed.		
Linked Processes		
Click <u>here</u> to add a new process.		
Click <u>here</u> to add a new process.	s	howing 1 to 2 of 2 items.
Click <u>here</u> to add a new process.	S	howing 1 to 2 of 2 items.
Click here to add a new process.	S	howing 1 to 2 of 2 items.
Click here to add a new process.	S	Date Commen ced

Alternatively, you could also navigate to the CONTRACTS > Details > Associations Screen. From this screen you will see a list of all the associated Processes.

Completition of this process will crea...

Process for PRACTICAL COMPLETION of a Construction Contract.

You can access a process by clicking on the arrow.

4.4.11 Construction Contract Practical Completion

2/07/2023

0%



Search Text: 4.4.11		× Search	Clear
			Process Status:ALL 🗸
10 V Page: 1 V of 1 > >> 2 []]	2		Showing 1 to 2 of 2 items
Name 🔺	Status	Go To	

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: 21588467		Search Clear	
10 V 44 4 Page: 1 V of 1	› ·› 🤉 🖩 🖥		
Contract Number 🔺	Contract Title		Contract Supplier
21588467	Construction contract		BGC Construction

- 3. There is **ONLY ONE WAY** to access the process.
 - via the Contract Dashboard screen

✓ CONTRACTS	
Contracts	
Contracts List	
> 🛑 CUSTOM FORMS	
View/Edit	
Contract Dashboard	
Documents	
Financial Summary	

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

lick <u>here</u> to add a new process.			
50 • • • Page: 1 • of 1 • • • •	sł	nowing 1 to 2	of 2 item
Name	Description	Date Commen ced	
4.3.12 21593040 Adjust 001 Inglerwood Primary	Supers Rep loads Contractors Adjustment claim in PACMan and gives preliminary approval to the variat	16/05/2023	0%
4.4.11 Construction Contract Practical Completion	Process for PRACTICAL COMPLETION of a Construction Contract.	2/07/2023	0%

Process Task List

	Status	Task Name	Attachments	Additional Info	Not Applicable	Go To
~	Complete	Link Process to Contract - search in ENTITY field @ Top of Screen				
	Complete	[CM] Amend Contract Title to include Tender No#				⇒
\checkmark	Complete	[CM] Confirm BGO name is correct				ŧ
	Blocked	[SR] Attach Contractor's Notification of "Anticipated Practical Completion" (within 14 or more days)				
	Incomplete	[CM] Update Anticipated Practical Completion Date				Þ
	Incomplete	[CM] Attach Certificate of Occupancy - if applicable				⇒
	Incomplete	[SR] Attach/Confirm Practical Completion Documents provided by Contractor				
	Blocked	[SR] Undertakes Pre-Inspection for defects				
	Incomplete	[CM] Notifies Agency of potential practical completion & need for insurances				
	Blocked	[CM] Provides Agency with List of Final Defects				
	Blocked	Contractor advises Super's Rep Date for Practical Completion				
	Blocked	[CM] updates Date for Practical Completion Date				
	Blocked	[SR] requests Financial Security reduction (Bank Guarantees or Retentions)				
	Incomplete	Issue Practical Completion Certificate with Defect & Omissions details				
	Blocked	For each Separable Portion, undertake Practical Completion (conditions precedent)				
	Blocked	[CM] Confirms Security (PC Bank Guarantee) to be released				
	Blocked	[BGO] Confirms Security (Bank Guarantee) Released				
	Blocked	[BGO] Letter of Security Release to financial institution				
	Blocked	Set Reminders for Defect Expiry Period(s)				
	Blocked	Update Contract Status to DEFECTS - Liability Period				

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

- 1. Contract Manager to search for relevant Contract and select, then UPDATE
 - A notification is then sent to the Superintendent's Representative advising Practical Completion process has been initiated by the Contract Manger.

[CM] Amend Contract Description to include Tender NO

- 1. Contract Manager to upload Tender number if not already in PACMan.
 - > This will then display on the Practical Completion Certificate

[CM] Confirm BGO name is correct

1. Contract Manager to check that current Bank Guarantee Officer is listed in the Stakeholder list

SUPER'S REP TASK

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

1. Attach a copy of the Anticipated Practical Completetion:

- 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 *Back Tab* to navigate back to the Process Task List.
- b) Mark this task as complete.

Contract Manager - [CM] Update Anticipated Practical Competion Date

1. Contract Manager to update Anticipated Practical Complete Date

Initiation Contract Completion	
	1
Commencement Date: 30/08/2021 🖞 🛆	Ш
Perpetual:	Ш
Term of Contract: 0 years 7 months 0 weeks 0 days	
Options Exercised: years months weeks days	П
Variation Days: 64 days	Ш
Original Practical Completion Date: 29/03/2022 🛆 Tuesday, 29 March 2022	Ш
Revised Practical Completion Date: 01/06/2022 🌢 Wednesday, 1 June 2022	Ш
Recalculate	Ш
Consultant: Anticipated Completion Date: Construction: Anticipated PC : 1/06/2022 👩 🗅	
Deed of Novation Date:	
Calculate Period	Ш
From Children	
Apply Close	
inclusion for the intervention of the interven	ĩ

- 2. Update
- 3. Mark this task as complete.

Completion of this task sents a notification to the Bank Guarantee Officer to advise release of Bank Guarantee is pending

Contract Manager - [CM] Attach Certificate of Occupancy

1. Attach a copy of the Certificate of Occupancy:

This should have been received electronically

- 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 *Back Tab* to navigate back to the Process Task List.
- b) Mark this task as complete.

SUPER'S REP TASK

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

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

ISR] Attach/Confirm Practical Completion Documents provided by Contractor
e-Inspection for defects

Status	Task Name	Attachments ⁴	Additional Info	Not Applicable	G T/
Incomplete	Testing and Commissioning Regime Plans and Documentation				-
Incomplete	Confirm Contractor has completed Testing & Commissioning		0		
Incomplete	Confirm "As Constructed" Drawings have been received				
Incomplete	Confirm "As Constructed" Drawings sent to BMW				
Incomplete	Maintenance Plan and Schedule (if applicable)				
Incomplete	Operational and Equipment Maintenance Manuals		0		
Incomplete	Confirm training provided to Occupants		0		
Incomplete	Manuals & Warranty Documents		0		
I A Page 1 a	f1	G	Go To Next	Sub Proce	ss

Testing and Commissioning Regime Plans and Documentation

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:

Sub tasks

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

Confirm Contractor has completed Testing & Commissioning

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

Confirm "As Constructed" Drawings have been received

This is an off-system task, mark as **complete** to aknowledge and confirm "As Constructed" Drawings have been received by the Contractor and sent to the Contract Manager.

Maintenance Plan and Schedule (if applicable)

This is an off-system task and if this task is not required for the contract mark as **Not Applicable.** Mark as **complete** to confirm the Maintenance Plan and Schedule has been sent to Dept of Finance Contract Manager.

Operational and Equipment Maintenance Manuals

This is an off-system task and marking complete confirms the Operational and Equipment Maintenance Manuals have been sentt en the DOF Contract Manager.

Confirm training provided to Occupants

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

Manuals & Warranty Documents

This is an off-system task, mark as **complete** to confirm Manuals & Warranty certificates have been provided to the Occupant and copies have been forwarded to the DOF Contract Manager.

Super's Rep [SR] 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:

- a) Click the thto 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:

Click on the Complete & Continue button

Complete & Continue to return to the Process.

CM notifies Agency of potential practical completion & need for insurances

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

CM Provides Agency with List of Final Defects

- 1. Attach a copy of the Defect List provided to the Agency using the following instructions:
 - 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
 - **Date:** This will default to today's date

- j) Use the Browse button to locate your document.
- k) Click **Upload** to save.
- I) Click Add to record your Storage Item Entry.
- 2. Mark this task as complete.

SUPER'S REP TASK

Contractor advises Super's Rep Date for Practical Completion

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

Notification is then sent to Contract Manager advising Super's Rep has actioned this task

Contract Manager [CM] updates ACTUAL Practical Completion Date

- 1. Click the 👼 to enter the **Key Dates** screen.
- 2. Click into the Completion Tab
- 3. Update the Date of Practical Completion: check the Defects Liability Period is correct.
- 4. This date will appear on the Practical Completion Certificate

urrent Contract: 21593040: Ingl	erwood Pri	mary			
				Initiation Contract	Completion
ost-Contract					
Date of Practical Completion: 14/02	2/2024 🗂 🛆	Create Reminder			
Defects Liability Period:	0 years	0 months	0 weeks	0 days	
Date For Final Completion: 14/02	2/2024 🗂 🗅	Create Reminder			
Date of Final Completion:	۵ 🗂	Create Reminder			
N/A:					
N/A:	Ö				
N/A:	<u>م</u> 📅	Create Reminder			

\$0.00

5.	Click Apply	to save th	e changes.
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N/A: ______ N/A: ______

N/A 99:

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

SUPERS REP TASK

[SR] Requests Financial Security Reduction (Bank Guarantee or Retention)

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

Apply Close

Back

Process Task: [CM] Update Anticipated

[SR] Confirm Practical Completion Date is correct

- 1. Click the 🕈 to enter the **Key Dates** screen.
- 2. Check the Date of Practical Completion is correct.
- 3. This date will appear on the Practical Completion Document

rrent contract; 21593040; Inglerwood Primary	
t-Contract	ompletion
ate of Practical Completion: 14/02/2024 🗂 🕰 Create Reminder	
Defects Liability Period: 0 years 0 months 0 weeks 0 days	
Date For Final Completion: 14/02/2024 D 🗘 Create Reminder	
Date of Final Completion:	
N/A: 0	
N/A:	
N/A: Create Reminder	
N/A: D	
N/A: 🗌	
N/A: 🔟	
N/A 99: \$0.00	
	Apply
	Process Task: [SR] Confirm Practical Completition Date i
	Back Complete & Co

4. Use the Complete & Continue tab to navigate back to the process.

[SR] Create Practical Completion Certificate

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

urrent Contract: 21593040: Inglerwood Primary	
mplates	
ocument Types: All 🗸	
* Certificate of Practical Completion	
**New Final Certificate V112022	
"Bank Guarantee Procedures V241122	
**Variation Valuation	
9 - Contract Closure Letter V0.2	
lvice of Award of Contract to SR - MNR WKS	
pointment of Superintendent's Representative D/N 103	
2124 Certificate of Final Completion	
2124 Certificate of Practical Completion	
nk Guarantee Procedures D/N 1/4	
rtificate of Practical Completion	
rtificate of Practical Completion - MNR WKS	
nal Certificate - MNR WKS	
tter Acceptance of Offer D/N 131	
tter Acceptance of Proposal Art Coordinator D/N 128	
w Value Procurement Acceptance Letter - MNR WKS	
W*** Contractor - Letter of Financial Completion & Contract Closure	
perintendents Representative appointment - MNR WKS	
riation Valuation	
	Process Task: [SP] Create Practical Completion Certi

3. A file download popup will appear, click Open file.



4. \	View and	Save a	copy of	the	certificate.
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т.	view and save a copy of the certificate.
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	File Home Insert Design Layout References Mailings Review View Q Fail Inter which you want to do 2000 and 2000
	Government of Western Australia Department of Finance
	Department of Finance
	BMW - ABN 66 012 878 629
	Project Namine: Greenwood College Tollet Upgrade [14003] Principal: MINISTRA FOR WORKS
	Contractor: atroomete Multiplex PY tto ContractorABN: defarytvaBNA- Contract Name: Construction Contract
	Contract No: 21587731 Form of Contracts + ++FormOfContractS> Date Issued: 18/08/2016
	Pursuant to the building contract between the Principal and the Contractor, notification is hereby given that: The date of Practical Completion is: 22/08/2018
	Complete & Continue
5.	Complete & Continue button to return to the Process.
<u>[SR] At</u>	tach Practical Completion Certificate – must be unconditional
If this t	ask 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:
	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 the certificate you generated and saved in the last task.
	e) Click Upload to save.
	f) Click Add to record your Storage Item Entry.
2.	Complete the task:
	Click on the Complete & Continue button Complete & Continue
[SR] Ad	lds Practical Completion (Milestone) Report
[0.1] / 10	
1.	Attach a copy of the required documentation:
	a) Click the storage screen
	h) Click the link Click here to add a new Storage Item
	c) Enter the following details:
	Title: Decument Title
	 Document Type: Select an applicable type or leave as Not Set
	Determent type. Select an applicable type of leave as Not Set Date: This will default to today's date
	d) Use the Browse button to locate your document
	e) Click Linioad to save
	f) Click Add to record your Storage Item Entry
	I CHER AND TO FECOLU YOUR STOLAGE RETHERITY.

OFFICIAL
2. Complete the task: Click on the Complete & Continue button Complete & Continue to return to the Process.
CONTRACT MANAGER TASK
[CM] Advise Agency Practical Completion & Occupancy Date 1. Attach a copy of the required documentation:
 a) Click the store 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:
Click on the Complete & Continue button to return to the Process.
For each Separable Portion, undertake Practical Completion (conditions present) This task can be actioned by either the DOF Contract Manager or the Super's Rep.
This is an off-system task, mark as complete to aknowledge that you have undertaken practical completion for each seperable portion.
[CM] Confirms Security (PC Bank Guarantee or Retention) to be released This is an off-system task to confirm security to be released, mark this task as complete. This will trigger a notification to the Bank Guarantee Officer and Super's Rep notifying them to complete this action.
[BGO] Confirm Security (Bank Guarantee) Released
 Click the * to enter the Securities screen. Select the security to open more detail. Record the Actual Date Released.

Current Contract: 215	i93040: Inglerwood Primary	
rities Edit		
Security Type:	Bank Guarantee	
Party Institution	Commonwealth Bank	
Security Expiry Date:	t Create Reminder	
Reference Number:	123456	
Security Value:	\$10,000,000.00	
Monetory Type:	Not Set 🗸	
Date Requested:	3/05/2022 10	
Date Lodged:	5/07/2022 1	
timated Release Date:	21/06/2023 💼 🛆 Create Reminder	
Actual Date Released:	3/07/2023 🔟	
nditional Undertaking:		
Details.		
Attachment:	Attachments	
	Bank Guarantee - 1 - Copy.docx	
	Onfidential	
	Choose File No file chosen Upload	
) Existing	
		Update Close Delete

4. Click **Update** to save.

Securities for the Contract Securities for the Contract
Search Text: Search Clear
10 V ((+ Page: 1 V of 1 > >> 2) 🔤 Showing 1 to 1 of 1 items.
Security Type A Security Value Date Requested Date Lodged Undert Release Date Regesed Date Lodged Undert Release Date Rele
Bank Guarantee \$10,000,000.00 03/05/2022 No 21/06/2023 03/07/2023
Process Task: [BGO] Confirms Security (Bank Guarantee) Released Back Complete & Continue
5. Click on the Complete & Continue button Complete & Continue to return to the Process.
This will trigger a notification to Contract Manager and Super's Rep confirming the release of the security.
[BGO] Letter of Security Release to financial institution
Tenders Office > Bank Guarantee Officer sends a letter of release to the financial institution and attaches a copy here.
Set Reminder for 2 months prior to expiry of Defects Liability Period(s)
These tasks 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.

Current Contract: 21	93064: Inglewood PS	
Post-Contract		Initiation Contract Completion
Post conduct		
Date of Practical Completion	16/05/2030 🖬 🛆 Create Reminder	
Defects Liability Period	1 years 0 months 0 weeks 0 days	
Date For Final Completion	16/05/2031 🗊 🗅 Create Reminder	
Date of Final Completion	💼 🕰 Create Reminder	
N/A		
N/A		
N/A	6/02/2024 💼 🕰 Create Reminder	
N/A		
N/A		
N/A		
N/A 99	\$0.00	

4. 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.

Entity: Contract Property: Final Completion Reminder Properties Reminder Trips [11592064] Einel Completies due for Contract	Entity Name: 21593064: Inglewood PS ties Recipients Occurrence Message Escalation
Reminder Properties Proper	ties Recipients Occurrence Message Escalation
Perminder Titley [21592024] Einel Completion due for Contract	
Reminder inte: [21555004] Final Completion due for Contract	
Reminder Creator: Lucy Spasojevic (OrgAdmin)	
Start Date: 16/04/2031 til Recalculate	
End Date: 16/05/2031 () Recalculate	
Daily Reminders: 5 days before end date.	
Sending Options: 🗹 Email 🗹 In System 🗌 Priority	
Deactivate On End Date	

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

Insert:	All recipients list	×	Template:	Contract Reminder Templa Reset Reminder From Te	te mplate	~	
The upco	ming date "((PRO	PERTY))" is due	e in ((DAYS))	Reset Message From Ter day(s). This is the end of	nplate the Defect	s Liability Period	
Party: ((I Date: ((E	((DATA2)) DATA3)) NDDATE))	((41))					

7. You can search and select or insert email address.

Image: State Processing State	Interference Progress
The second and the s	a completion The sequence increases of the sequence is the relation expression of the sequence is the relation of the relation
<pre>treated</pre>	<pre>rever memory includes instance. rever memory can be appended in the second provide of the first instance in the reverse instance in the second provide instance i</pre>
<pre>wick apply ick on the Complete & Continue button Complete & Continue to return to the Process. Payment Reminder for the end of each duration of Defects Liability Period ick the to enter the Contract screen. to to the Completion tab. to set a reminder for then end of defects liability click the Create Reminder button on the tate of Practical Completion field. Current Contract: 21593064: Inglewood PS per Contact</pre>	And the stad due to the register later due and up your of the stand later and value of the due and the stand later and the
<pre>inter and a contract is 1593064: Inglewood PS</pre>	Image: Complete & Continue Image: Complete & Continue Image: Complete & Contract screen. Image: Completion tab. Index for the end of defects liability click the Create Reminder button on the ical Completion field. Image: Completion field. Image: Completion: Completion: <
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ick Apply ick Apply ick on the Complete & Continue button Complete & Continue to return to the Process. Payment Reminder for the end of each duration of Defects Liability Period ick the to enter the Contract screen. to to the Completion tab. to to the Completion field. Current Contract: 21593064: Inglewood P5 Petr Contract: 21593064: Inglewood P5 Date of Practical Completion: \$60572031 Create Reminder Date of Practical Completion: \$60572031 Create Reminder NA 59 50.00	Image:
ick Apply ick on the Complete & Continue button Complete & Continue Complete & Continue button Complete & Contract screen. to to the Completion tab. eset a reminder for then end of defects liability click the Create Reminder button on the tate of Practical Completion field. Current Contract: Current Contract:	complete & Continue button Complete & Continue button Complete & Continue to return to the Process. Index for the end of each duration of Defects Liability Period to enter the Contract screen. Impletion tab. Index for then end of defects liability click the Create Reminder button on the ical Completion field. Completion: [6/05/2030 @ Create Reminder Liability Period:]years @months @yeaks @days Ind Completion: [6/05/2031 @ Edit or De-activate Reminder
Image:	complete & Continue button Complete & Continue button Complete & Continue to return to the Process. minder for the end of each duration of Defects Liability Period to enter the Contract screen. mpletion tab. nder for then end of defects liability click the Create Reminder button on the ical Completion field. completion: isite in the intervent of the reminder isite in the intervent of the reminder completion: isite in the intervent of the reminder isite in the intervent of the interve
ick Apply ick on the Complete & Continue button Complete & Continue to return to the Process. Payment Reminder for the end of each duration of Defects Liability Period ick the to enter the Contract screen. to to the Completion tab. to set a reminder for then end of defects liability click the Create Reminder button on the tate of Practical Completion field. Current Contract: 21593064: Inglewood PS Defects Liability Period: Operatives Reminder Defects Liability Period: Create Reminder NA 60022021 Create Reminder 	The second secon
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- 6. Click Apply
- 7. Click on the **Complete & Continue** button Complete & Continue to return to the Process.

Update Contract Status to DEFECTS Liability Period

As we the contract has reached Practical Completion, which is one day in the life of the Contract, the Contract Status should be amended to DEFECTs - for the Defect Liability Period.

- 1. Click the 📫 to enter the **CONTRACTS>View/Edit** screen.
- 2. Update the Status field to reflect 10-Defects Construction Contract.

Current Contract: 215	93040: Inglerwood Primary		
ministration Tools			
	Contract	Contacts Type Enterprise Scope Projects Order of Delegation Security	
Contract Number:	21593040		
Contract Title:	Inglerwood Primary]	
Contract Supplier:	360 Environmental Pty Ltd	There are other Parties Associated in this Contract. <u>Click here</u> .	
Supplier Address:	Not Set 🗸		
Status:	10-Defects - Construction Contract		
Form of Contract:	AS2124 Construction EFT Non-PBA		
Buy/Sell:	Buy Contract V		
Preliminary:	None		
Panel Contract:			
			Apply

- 3. Click Apply
- 4. Mark this task as complete

Check Defects Liabilities has been completed and that payment claim is made within the 20-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.

Additional Information

All Finance staff are to follow their team's best practice guidelines for project and contract management.

This document is a part of the PACMan Policy and Procedures framework (PACMan Policy and Procedures).

Please ensure you understand and comply with any obligations arising from Finance's Delegation and Authorisation Framework and the Western Australian Procurement Rules.