



QUALITY

Form C9 – Contract Closeout Checklist - Technical Information

Document No: CRL1-XRL-O4-XXX-XXXX-XXXXX Rev X.X

Related procedure CRL1-XRL-O4-GPD-CR001-50018

TO: CRL COMPLETION MANAGER
FROM: CRL HEAD OF TECHNICAL INFORMATION
RE: CONTRACT / TITLE [.....]

I confirm that I have reviewed the following which have been progressed to my satisfaction:

Question	Y/N	Print Name	Signature (FL / or delegate)	Date
1. Are the records legible, identifiable, retrievable and protected?				
2. Have all deliverables been added to the MDL structure?				
3. Have all deliverables been coded either 1 or 4 with a signed Decal?				
4. Have all compliance-related documentation requirements been addressed? i.e. archiving, retention and disposition.				
5. Have all Operational and Maintenance deliverables been added to the Operational and Maintenance structure and been accepted?				
6. All Asset Tags named?				
7. All Asset Tags allocated to one or more locations and where appropriate all Station, Portal and Shaft rooms and/or spaces related to an Asset Tag?				
8. All Equipment installed against Asset Tags, and all serialised equipment labelled?				
9. All Asset Tags labelled (where appropriate) and all attributes and relationships collected against Asset Tags?				
10. Is the As Built 3D Master Model and associated 3D Model Issues Report accepted as code 1?				
11. Are all As Built drawings accepted as code 1?				
12. Is the design in accordance with CRL CAD standards and CAD related requirements within the Works Information?				

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Question	Y/N	Print Name	Signature (FL / or delegate)	Date
13. Have all the O&M Manuals been submitted by the Contractor, accepted by the Supervisor's Rep (PFE) and are they in compliance with CRL requirements ?				
<p>Note:</p> <p>Additional contract specific questions to be added here as may be decided by the Functional Lead</p>				
<p>Comments:</p>				

.....
 (signed) **CRL Head of Technical Information**

(print name).....

(date)

Learning Legacy Document