

HEXATECH	PROJECT MANAGEMENT	Page 1 of 4
	<b>Project Handover &amp; Demobilization Procedure</b>	Document Ref: PD-PRO-07

### **OBJECTIVE**

To outline the procedure by which demobilization activity on project is carried out.

### **SCOPE**

This procedure shall apply for M & E projects.

### **REFERENCES**

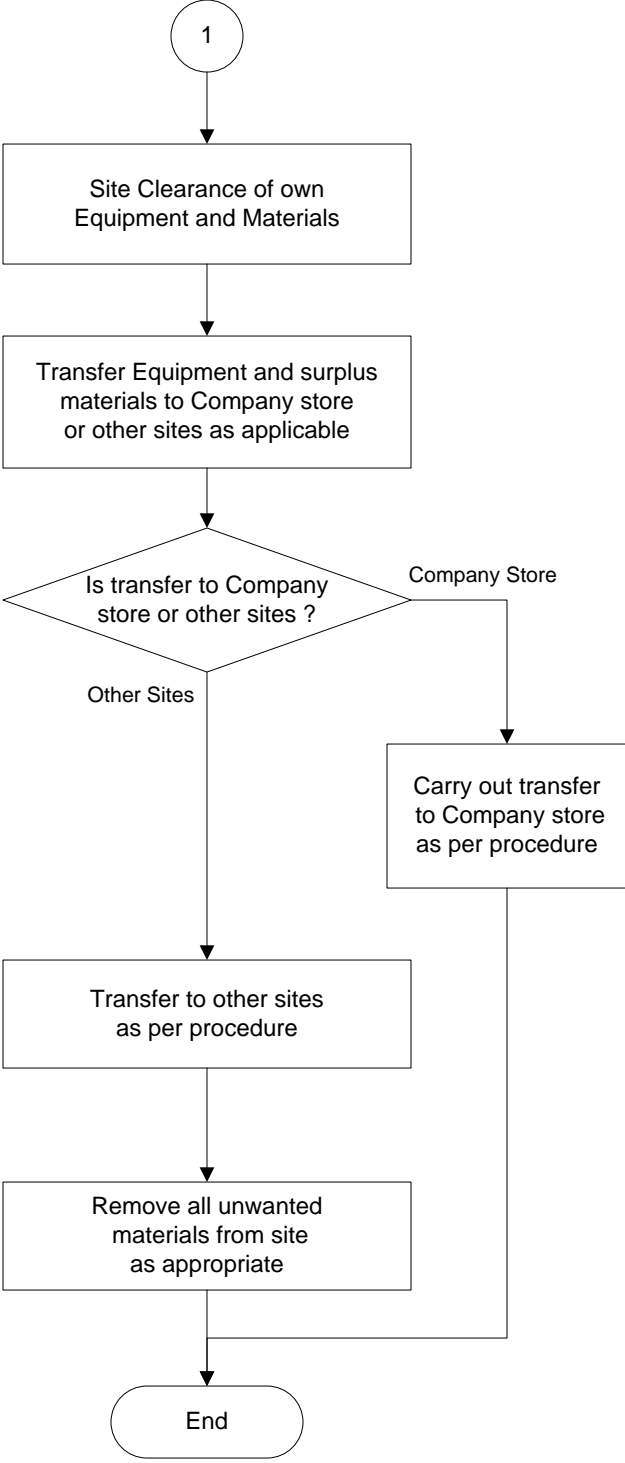
ISO 9001:2015 Clause 8.5.5

### **DEFINITIONS**

Certificate of Practical Completion (CPC) - A certificate issued upon completion of all construction work and hand over of the project by the contractor.

Rev. No: 0	Issue No: 1	Document Effective Date: 01 Mar 2017
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Activity	Responsibility	References
<pre> graph TD     Start([Start]) --&gt; SiteClearance[Site Clearance]     SiteClearance --&gt; Equip[Equipment &amp; Materials at site belonging to Sub-Contractors]     SiteClearance --&gt; 1((1))     SiteClearance --&gt; 2((2))     Equip --&gt; Inform[Inform Sub-Contractors to demobilize via a notification letter]     Inform --&gt; Ensure[Ensure Sub-Contractors demobilized / transfer their equipment &amp; materials out of the site in the given time frame]     Ensure --&gt; End([End])     </pre> <p>1 Site Clearance of own Equipment and Materials</p> <p>2 Retrieval of Retention Fund and Performance Bond</p>	<p>PM/MM</p> <p>PE/ME</p>	<p>Demobilization Notification Letter</p>

Activity	Responsibility	References
 <pre> graph TD     Start((1)) --&gt; A[Site Clearance of own Equipment and Materials]     A --&gt; B[Transfer Equipment and surplus materials to Company store or other sites as applicable]     B --&gt; C{Is transfer to Company store or other sites?}     C -- Company Store --&gt; D[Carry out transfer to Company store as per procedure]     C -- Other Sites --&gt; E[Transfer to other sites as per procedure]     D --&gt; F[Remove all unwanted materials from site as appropriate]     E --&gt; F     F --&gt; G([End])           </pre>	<p>PE/ME</p> <p>PE/ME</p> <p>PE/ME</p> <p>PE/ME</p>	

Activity	Responsibility	References
<pre> graph TD     Start((2)) --&gt; Step1[Retrieval of Retention Fund and Performance Bond]     Step1 --&gt; Step2[Coordinate with Consultant to obtain CPC]     Step2 --&gt; Step3[Upon receipt of copy of CPC, make submission to recover Retention Fund and Performance Bond as per procedure]     Step3 --&gt; Step4[Follow-up and ensure Retention Fund and Performance Bond are obtained from Customer / Customer's Representative as per procedure]     Step4 --&gt; End([End])           </pre>	<p>PM/MM</p> <p>PM/MM</p> <p>PM/MM</p>	<p>Certificate of Practical Completion</p> <p>Certificate of Practical Completion Retention Fund Performance Bond</p> <p>Retention Fund Performance Bond</p>