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<b>Ames Laboratory</b>	<b>Procedure No</b> 46300.020
<b>Office:</b> Facilities Services Group	<b>Revision No.</b> 0
<b>Title:</b> Project Completion Inspection and Acceptance Procedure	<b>Effective Date</b> 10/1/98
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## **Project Completion Inspection and Acceptance Procedure**

This procedure shall be used for final inspection and inspection of construction projects.

Comments and questions regarding this procedure should be directed to the contact person listed below:

Name: Mark E. Grootveld, Manager  
Facilities Services Group  
Address: 158 Metals Development Building  
Phone: 4-7895

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## 1.0 Sign-off Sheet

**Reviewed by:**

\_\_\_\_\_   
Environment, Safety, Health & Assurance

**Date:** \_\_\_\_\_

**Approved by:**

\_\_\_\_\_   
Facilities Services Group Manager

**Date:** \_\_\_\_\_

**Approved by:**

\_\_\_\_\_   
Chief Operations Officer

**Date:** \_\_\_\_\_

## 2.0 Revision/Review Log

This document will be reviewed once every three years as a minimum.

Revision Number	Effective Date	Contact Person	Pages Affected	Description of Revision
0	10/1/98	Mark E. Grootveld	All	Initial Release

## 3.0 Purpose and Scope

This procedure is a process for final inspection of construction projects with respect to design requirements (drawings and specifications), quality assurance, test results, required documentation, and safety standards which will lead to final acceptance of the project. It addresses the requirements, sequence and responsibilities for this process. This procedure is to be used for all Line Item Construction Projects and General Plant Projects (GPP) whether they are done under contract or in-house. The procedure is to be used for the technical construction requirements. The Purchasing and Property Services Group will perform the contractual closeout in accordance with the Procurement Policies and Procedures Manual (Manual 583000.001).

The Manager of the Facilities Services Group (FM) will forward the completed form to the Contract Specialist in the Purchasing and Property Services Group indicating that the project has been completed and that the contract closeout procedures can be initiated.

The Project Completion Inspection and Acceptance form will be forwarded to initiate contract closeout when:

1. All work has been properly performed.
2. All work meets quality requirements.
3. All contractually required deliverables have been provided (as-built drawings, test results, etc.)
4. Necessary inspections were made to ensure full compliance with specs, drawings and change orders, if any.
5. All government-furnished materials generated by the contract are properly accounted for.

## 4.0 Prerequisite Actions and Requirements

A Project Engineer is assigned to each project when the Service Order Requisition is generated. For GPP projects, the Project Engineer will act as the Project Manager. For Line Item Projects,

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the Project Engineer will act as the Project Manager unless the Chief Operations Officer designates a separate Project Manager.

The inspection team during the on-site inspection shall observe all construction site safety requirements (e.g. hard hat requirements).

Abbreviations:

A/E	Architectural/Engineering Consultants
AG	Ames Group, DOE
AL	Ames Laboratory
CON	Contractor/Contractor's representative
COO	Chief Operations Officer
CS	Contract Specialist
ESH&A	Environment, Safety, Health and Assurance
FM	Manager, Facilities Services Group
FSG	Facilities Services Group
GPP	General Plant Projects
PE	Project Engineer
PM	Project Manager
REQ	Requesting Division

## 5.0 Performance

Intermediate and progress inspections can be done independent of this procedure by the PM or A/E consultants to generate punch lists and prepare for final acceptance inspection.

This procedure can be used for the entire project or incrementally. Major portions of a project can be inspected and accepted individually. This can be done for convenience or to enable partial/beneficial occupancy. All portions of the job must go through this procedure before the Project Completion Inspection and Acceptance form is forwarded to initiate final closeout.

When the project is ready for final inspection, the PM will initiate the request for the final inspection with the FM. The PM will notify the FM of substantial completion of the project or a major portion (partial occupancy). The FM and PM will schedule a target date for inspection and the FM will establish an inspection team. The FM will notify AG to request their participation.

The inspection team will include representation from:

- Project Manager
- ESH&A
- Contractor (unless project was done in-house)
- Facilities Services Group
- Requesting Ames Division (if other than FSG)

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The inspection team may include representation from:

- Chief Operations Officer
- Ames Group, DOE
- A/E consultants
- Other subject matter experts

The inspection team will inspect the project against design documents and safety standards for completeness, errors, omissions, workmanship, quality, operation, and documentation. The team has the following options:

1. Acceptance. The project meets all requirements.
2. Conditional acceptance subject to the completion of the punch list items. The project substantially meets the requirements. A punchlist of remaining items is generated and the remaining work does not significantly affect the safe operation of the system or facility. The PM will coordinate and approve the completion of the punch list items.
3. Rejection. The project falls significantly short of requirements. If completion is rejected, the deficiencies and the basis for them must be clearly identified. The PM will coordinate with the contractor or in-house personnel to correct the deficiencies and initiate a re-inspection by the team.

The inspection team will document the results of their inspection on the Project Completion Inspection and Acceptance form (Section 7.0 Additional Information, Attachment A). Any sections not applicable to the inspection will be labeled NA and initialed by the FM. The PM will coordinate this documentation and hold the incremental inspection reports until the entire project has been inspected and approved.

When all approvals have been obtained on the Project Completion and Acceptance form(s), the PM will forward the document(s) to the FM and COO for final concurrence. The FM will forward the completed form to the Contract Specialist in the Purchasing and Property Services Group indicating that the project has been completed and that the contract closeout procedures can be initiated.

## Summary of Responsibilities:

<b>Activities</b>	<b>Responsibilities</b>
1. Notify FM when project is complete	PM
2. Schedule target date	FM/PM
3. Establish Inspection Team	FM
4. Sign "Contractor Statement of Completion"	CON
5. Inspect project	Inspection Team
6. Sign "Conformance with ES&H Requirements"	ESH&A
7. Sign "Conformance with Utilization Requirements"	REQ
8. Sign "Conformance with Design Drawings and Specifications"	PM
9. Sign "Acceptance for Operation and Maintenance"	FSG
10. Sign "Acceptance by Ames Group, DOE"	AG
11. Sign "Completion of Punch List"	PM
12. Sign "Final Acceptance"	FM/COO
13. Forward form to Contracting Officer to initiate contract closeout	FM

**6.0 Post Performance Activity**

None.

**7.0 Additional Information**

Attachment A - Project Completion Inspection and Acceptance Form, FSG Form No. 46300.056