



Project Title

Description

Developer's/ Client's details

Name of the entity

Address

Contact person

Tel. number

E-mail

Applicant's details

Company name

Contact person

Company address

Tel. number

E-mail

These documents are submitted for audit and comments or endorsement.

All Documents are in accordance with the design brief and have been prepared in accordance with the Requirements detailed in Reference Document AA-REF-07 Requirements for Submission Requesting Operational Acceptance (Ref-07) and Reference Document AA-REF-08 and Reference Document AA-REF-11 Requirements for Works as Executed Quality Records (Ref-08 and Ref-11).

Note: The Submission must be complete and include all the elements for the Works. TCCS will not accept incomplete Submissions or Submissions from individual consultants for separate elements of the Works. Where TCCS considers the Submission to be incomplete, the Applicant will be advised within five working days to this effect and will be requested to collect the Submission from TCCS offices. Assessment will not commence until a complete Submission has been received.

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Prepared by

Date

	Yes	No	Office use
A formal request for Certificate of Operational Acceptance (Ref 07 clause 5.2.1)			
Relevant certification (Ref 07 clause 5.2.1 & 5.2.2)			
A copy of Design Acceptance certificate (Ref 07 clause 5.2.3)			
Completed Audit Forms (Ref 07 clause 5.2.10)			
Site inspection report (Ref 07 clause 5.2.4)			

	Yes	No	N/A	Office use
List of approved and non approved amendments (Ref 07 clause 5.2.6)				
List of all outstanding works (Ref 07 clause 5.2.7)				
Stormwater test incl. test certificates from SMEC (Ref 07 clause 5.2.8)				
Index (Ref 08 clause 4.1.1)				
Project description (Ref 08 clause 4.1.2)				
Parties to the project (Ref 08 clause 4.1.3)				
Asset Description Forms (Ref 08 clause 4.1.7)				
Works as Executed quality records (Ref 08 and Ref 11)				
Summary of construction quality records (Ref 08 clause 4.1.8)				
Operations and maintenance manuals (Ref 08 clause 4.1.9)				
Warranty documents (Ref 08 clause 4.2.16)				
Keys and locks (Ref 08 clause 4.1.10)				
List of all drawings and revision numbers in word or excel format				
Photos of assets (Ref clause 4.10.17)				
Cover letter for Suburban Land Agency projects only				

Elements of works and submission status

	1st submission	2nd submission	3rd or following submissions
Civil			
Landscape			
TCD			
Public lighting			

As per "Fees and charges Guideline to the Industry", fees apply for the assessment of the 3rd and the following submissions.

Office use only

Compliance with documentation requirements of Reference Document 07 and Reference Document 08

	Compliant	Not compliant
Submission		

Checked by

Date