Project: _____ Subsystem / area: _____

Completions manager's checklist

Everything a completions manager should have in place, from the system breakdown on day one to the last close-out list. Print it, pin it up, and tick it off phase by phase.

Before construction starts

Done	Item	Evidence / notes
[ ]	System breakdown agreed with commissioning and the client, and loaded	
[ ]	Tag register imported and reconciled against equipment, instrument, cable, line and valve lists	
[ ]	Check sheet matrix defined per tag type and phase (A, B, C)	
[ ]	Punch categories written down with examples and signed off by the client	
[ ]	Certificate prerequisites agreed for MC, RFC, RFSU and handover	
[ ]	Turnover dossier index agreed with the client	
[ ]	Companies, people and roles set up; first users trained on site	
[ ]	Pilot area chosen	

Checked by: _____ Date: _____

During construction

Done	Item	Evidence / notes
[ ]	A sheets signed as each tag is finished; unsigned backlog reviewed weekly	
[ ]	Punch items raised on a phone with photo, company and due date	
[ ]	Hold points released in the system; witnesses booked ahead	
[ ]	Preservation routines running and recorded	
[ ]	Vendor documents and test records tracked against due dates	
[ ]	Weekly completions meeting run from the dashboard	
[ ]	Gaps list reviewed weekly: tags with no sheets, items with no owner, overdue documents	

Checked by: _____ Date: _____

Approaching mechanical completion

Done	Item	Evidence / notes
[ ]	Walkdowns per subsystem with construction, commissioning and the client	
[ ]	Category A punches closed and verified	
[ ]	Test packs released; IR and continuity tests recorded	
[ ]	Mechanical completion certificates raised as prerequisites are met	

Checked by: _____ Date: _____

Commissioning

Done	Item	Evidence / notes
[ ]	Readiness checked per subsystem before work starts	
[ ]	B and C sheets recorded; punches from testing raised and tracked	

Done	Item	Evidence / notes
[ ]	Ready for commissioning and ready for start-up certificates signed	

Checked by: _____ Date: _____

Handover and close-out

Done	Item	Evidence / notes
[ ]	Turnover dossier generated per system and checked against the index	
[ ]	Remaining B punches agreed with owners and dates	
[ ]	Preservation handed over to maintenance	
[ ]	Contract close-out lists completed per contractor	
[ ]	Lessons learned recorded and shared	

Checked by: _____ Date: _____