



Annexure 5

Handover Handback Strategy



**Docklands
Light Railway**

Keolis amey
DOCKLANDS

Handover/Handback Strategy

Title of Project: Fencing Refurbishment Programme

Project No: (2014-017-02)

Issue Date: 29/07/15



Table Of Contents

1	DESCRIPTION OF THE PROJECT WORKS	4
2	PROGRAMME	4
3	ASSETS AND INTERFACES.....	4
4	IDENTIFICATION OF STAKEHOLDERS.....	5
5	CDM RESPONSIBILITIES	7
6	PROJECT WORKS REQUIRING ATTENDANCE BY THE ASSET MANAGER	7
7	BRINGING INTO OPERATIONAL USE AND HANDBACK OF ASSETS ...	7
8	SUPPLY OF AMS DATA ON THE PARTICULAR ASSET(S)	7
9	PROVISION OF O&M INFORMATION	8
10	DEFECTS LIABILITY AND WARRANTY.....	8
	APPENDIX A – HANDOVER CERTIFICATE	9
	APPENDIX B – HANDBACK CHECKLIST	11
	APPENDIX C – HANDBACK CERTIFICATE	13
	APPENDIX D – CERTIFICATE OF FINAL COMPLETION.....	16
	APPENDIX E – REFERENCED DOCUMENTS	17



1 Description of the Project Works

The network enhancement of the current fence line to improve security and network integrity.

Serco Docklands & KAD have identified 23 sites that require upgrading, DLR engineering have identified the following site to be undertaken in 2015:

Site 18 - Poplar Aspen Way side

130m

Site 19 – Poplar Castor lane

45m

Site 20 - Crossharbour Up Road

10m

Site 21 – Crossharbour Down Road

10m

Site 22 – Canning Town Lower (side of isolator bases)

75m

Site 23 Dock Road

85m

2 Programme

Works are planned to commence on site in November 2015 and be completed by March 2016

3 Assets and Interfaces

Assets

All identified sites within the project scope will be replaced with new 3m high 358 mesh. All existing fencing will be removed from site

Physical Interfaces:

Works will be completed in engineering hours, traffic hours and possessions

Technical and functional Interfaces:

N/A

Confidential

Page 4 of 17



Name	
Job Title	
Company	
Contact Details	

CDM Responsibilities

CDM responsibilities are identified below:

- Principal Contractor: TBC
- Designer: DLRL
- Principle Designer: DLRL

5 Project Works requiring attendance by the Asset Manager

Works will be undertaken in during Possessions, Traffic hours and Engineering hours

The asset manager will be invited to visit site during the works and once all works are completed.

6 Bringing into Operational Use and Handback of assets

Following the completion of the works DLR and KAD representatives will be invited to site to snag the works.

Acceptable Level of Completion

Upon completion of all raised snags the contractor will submit a Health & Safety file / O&M manual for review / acceptance.

No spares will be provided as part of these works

No training will be provided for these works

7 Supply of AMS data on the Particular Asset(s)

AMS information is to be provided by the contractor in an agreed Asset Register format provided to KAD & DLR.



8 Provision of O&M information

The contractor will submit the O&M manual / Health & Safety file upon completion of all works.

9 Defects Liability and Warranty

Spreadsheet of completion dates will be kept and any defects arising on completion of the defects liability period for each site and inspections will be undertaken at the completion of the period.



Appendix A – Handover Certificate

HANDOVER CERTIFICATE (SOP PC 3.12-1)	
PROJECT TITLE: Fencing Refurbishment project (2014-017-02)	
PROJECT CONTRACT NUMBER:	
1. DESCRIPTION OF PARTICULAR ASSET(S) TO BE HANDED OVER	
2. CONDITIONS /DEFICIENCIES NOTED AND AGREED AT TIME OF HANDOVER	
3. EXISTING PARTICULAR ASSET(S) TO REMAIN OPERATIONAL	
4. MAINTENANCE RESPONSIBILITIES	
5. OPERATIONAL RESPONSIBILITIES	



6. DECLARATION			
This certificate records the acceptance of transfer from the Asset Manager of asset management responsibility to the Project for the Particular Asset(s) identified above.			
Name	Representing	Organisation	Signature
	Asset Manager		
	Project Manager		
	DLRL Engineering		
	KAD Engineering General Manager		
	KAD Customer Services General Manager		
	KAD Performance & Planning General Manager		
	KAD Head of Commercial		
Effective from Time		Effective from Date	
7. NOTES			



Appendix B – Handback Checklist

Handback Checklist for Acceptable Completion Level (SOP PC 3.12-2)			
Information Required	YES	NO	N/A
Specifications	√		
Design information, design drawings and approvals	√		
Any approved derogations	√		
Assurance of standards compliance	√		
Certificates of conformity for materials, materials lists and suppliers list for future spares	√		
O&M manuals / instructions (including supplier data sheets)	√		
SOPs for Operations and Engineering updated (or newly created if necessary)			√
Integrated as-built drawings (should be contract specific)	√		
RAMS data			√
COSHH sheets	√		
Factory acceptance test and site acceptance test records			√
Check certificates			√
Work outstanding	√		
Warranty details	√		
Spares provision			√
Training provision			√
Maintenance contract details			√
Maintenance agreement with DLRL			√
Asset data uploaded into AMS	√		
All Project Variations approved by DLRL	√		
Maintenance resource allocation			√



AMN sign off for all stages			
Health & Safety File			
Signalling and Communications Specific <ul style="list-style-type: none"> • Test certificates (S & T) • Point test records • Equipment room floor plans • Earthing test results 			√
Track Specific <ul style="list-style-type: none"> • Stressing records including adjustment switch settings • MRT of renewal sites • Cold bolt hole expansion records • Actual position of track versus design • Cant and twist measurements • Weld records • S&C inspection / quality sheets • Platform clearance dimensions • Substandard clearance/dimensions • Ultrasonic rail flaw defects records • Conductor rail gauging records • Gauge 			√
M&E Specific <ul style="list-style-type: none"> • Isolation diagrams • Bonding plans • Switch heater details • Zone diagrams where applicable • Drainage CCTV where applicable • Earth system diagrams and test results • Integrated system drawings 			√
Civils Specific <ul style="list-style-type: none"> • Concrete mix design and cube test results • completed Inspection and Test Plans • Clearance and structure gauge information • Lifting arrangements for any slabs etc 	√		
Rolling Stock Specific <ul style="list-style-type: none"> • List of component serial numbers and where fitted to vehicle 			√

The above is for guidance only and is not exhaustive.



Appendix C – Handback Certificate

HANDBACK CERTIFICATE (SOP PC 3.12-3)			
PROJECT TITLE : Fencing Refurbishment project (2014-017-02)			
PROJECT CONTRACT NUMBER:			
1. HANDBACK PACKAGE			
A Handback Package has been prepared for this project which includes the following information:			
Standard Items (tick box as appropriate)			
Description		Training Information	
Maintenance Information		Maintenance Agreement	
Warranty Information		Ownership/Leasing	
Test Results & Certificates		Supply of AMS Data	
T & C Data		Safety Data	
O & M Manuals		Spares Information	
Handback Certificate		Design Philosophy	
Statutory Requirements		Design Calculations	
Specification & Reports		As Built Drawings	
Special Items			



2. DEFICIENCIES IN PROJECT WORKS

The following list shall include all deficiencies in the Works, compared to the project specification. The list shall also include deficiencies in adjacent assets which are attributable to the Project Works Contractor. *Use additional sheets if necessary*

Defect/Non-Conformance Number (see attached sheet)	Date to be completed by	Action by	Date completed	Contractor Signature

3. MAINTENANCE RESPONSIBILITIES

4. OPERATIONAL RESPONSIBILITIES

5. COMMERCIAL AGREEMENT



6. DECLARATION

This certificate records the acceptance back of asset management responsibility from the Project to the Asset Manager of the Particular Asset(s) and the Commercial Agreement as detailed above.

Name	Representing	Organisation	Signature
	Asset Manager		
	Project Manager		
	Project Works Contractor		
	DLRL Engineering		
	KAD Engineering General Manager		
	KAD Customer Services General Manager		
	KAD Performance & Planning General Manager		
	KAD Commercial Manager		
Effective from Time		Effective from Date	

7. NOTES



Appendix D – Certificate of Final Completion

CERTIFICATE OF FINAL COMPLETION (SOP PC 3.12-4)			
PROJECT TITLE: Fencing Refurbishment project (2014-017-02)			
PROJECT CONTRACT NUMBER:			
COMPLETION			
I certify that the above works have been completed and all snags and defects closed out satisfactorily.			
WARRANTY / DEFECTS LIABILITY PERIOD			
The Warranty is due to expire on _____			
The Defects Liability Period is due to expire on _____			
Name	Representing	Organisation	Signature
	Asset Manager		
	Project Manager		
	DLR Engineering		
	KAD Engineering General Manager		
	KAD Customer Services General Manager		
	KAD Performance & Planning General Manager		
	KAD Commercial Manager		
Effective from Time		Effective from Date	
END OF WARRANTY / DEFECTS LIABILITY PERIOD			
I certify that all warranty action and defects have been resolved satisfactorily.			
Name	Representing	Organisation	Signature
	Project Manager		
Signed Certificate to be distributed to all Signatories.			



Appendix E – Referenced Documents

Documentation (Project, Assurance, Engineering)

Document Type	Revision, Filename and Ref / DRS No:
Additional Franchisee Project Proposal (AFPP)	
Technical Schedule (TS)	
Engineering Technical Schedule: (ETS)	
Engineering Scope Document (ESD)	
Handover/Handback Strategy: WRM SOP PC 3.12 (HOHB)	
Change Categorisation: Assurance Manual SP-301a	
Asset Modification Notice: WRM SOP PC 6.01 (AMN)	
Construction Plans: Assurance Manual SP-310	
DLR fencing scope 2015 / 2016	
DLR-ENG-STRS-SPC-00001	



Fencing Replacement Programme

2014-017-02

Site Information

**SI 100 Description of the Site.**

- (1) The Sites are at 23 locations across the DLR network.
- (2) The Sites and the access routes are more further detail in the following drawings and documents:
 - (i) DLR Fenceline Replacement Works which is included at Annexure 4 of the Works Information

SI 200 Access to the Site.

- (3) The *Contractor* is required to comply with all arrangements and conditions of the Working on the Railway Manual.

SI 400 Site Constraints

SI 400.1 Site Investigation

- (1) The *Contractor* is deemed to have visited the Sites and allows for all the physical and or other working conditions, including without limitation constraints associated with; accessibility, surroundings, storage space for materials and any required additional handling and transporting for materials.
- (2) The *Contractor* is deemed to have carried investigations as necessary in order to gain a complete understanding of the physical conditions and all matters that associated with the Sites, including:
 - (i) visiting and examining the Sites and its surroundings and doing everything possible to inform himself fully as to the physical conditions and/or features of the Site,
 - (ii) ascertaining the local conditions near or relevant to the Sites, or any other condition or characteristic of the Sites affecting or which may affect the *Contractor*.
 - (iii) obtaining all necessary information as to risks, contingencies and other circumstances which could have an effect on the performance and cost of executing the *works*;
 - (iv) informing himself of the nature of the *works* and the means of access to and facilities at the Sites and transport facilities for deliveries of materials to or from the Sites;

claims from the *Contractor* in respect of these matters will not be entertained.

SI 400.2 Schedule of Condition.

Prior to commencement of the *works* the *Project Manager* and the *Contractor* agrees the condition of the Site and of any Site working areas. The condition of the Site and any Site working work areas will be jointly inspected at the completion of the *works* and as required by the *Project Manager* during the course of the *works*. The *Contractor* makes good any damage caused by the *Contractor* to the Site and any Site working *works* areas.



Fencing Replacement Programme

2014-017-02

Pricing Document

A GENERAL PRICING NOTES

- 1.1 In this Pricing Document, terms identified in the Contract Data are in italics and defined terms in the conditions of contract have capital initials.
- 1.2 The tenderers price is a lump sum and all rates and prices shall be fixed until the works are complete.
- 1.3 The tenderer has made due allowance in his pricing for any constraints to his method of working.
- 1.4 Descriptions of the works or of parts of the works in this Pricing Document or otherwise in the tender documentation are not in accordance with any standard method of measurement and are not held out as fully describing all the work necessary to complete the item, or as being exhaustive of all items or work necessary for its proper completion. The tenderer is deemed to be competent and experienced in carrying out works of a similar nature, size and complexity to the works and on such basis it is incumbent upon the tenderer to ascertain for himself the full and complete requirements to properly carry out and complete the works. Any lack of detail or description in respect of the works will not be grounds for a claim from the tenderer for additional payment or for an extension of time arising from such lack of detail or description to the extent that as a competent tenderer experienced in carrying out works of a similar nature, size and complexity to the works the tenderer ought reasonably have known about and have allowed for such details or descriptions in its price and programme.
- 1.5 This Pricing Document as completed by the tenderer will be incorporated into the contract as the basis of the contract Activity Schedule..
- 1.6 In instances where Provisional Sums are included for elements of work and where rates are given for works executed on a time and materials basis, the tenderer will be deemed to have made due allowance for said works in his programming and in his pricing the contract preliminaries.
- 1.7 Item totals, rates and prices as the case may be, in the Tender Price Analysis are deemed as 'all inclusive' and shall include, without limitation, for all cost associated with the labour, materials, plant, tools, equipment, supervision, transport, accommodation and all on-site and head office overheads required by the tenderer to carry out and complete the works.
- 1.8 The Price for the works is deemed to allow for the design and installation of all necessary support and temporary works required to carry out and complete the works.
- 1.9 In those circumstances where materials or goods are supplied to the tenderer on a "Free Issue" basis, the tenderer is deemed to have allowed for ordering forward, taking delivery, unloading, unpacking, stacking, storing, sorting, distribution, hoisting, assembly, setting to work, etc.



B SPECIFIC PRICING NOTES

The tenderer should price the works on the basis of the following:

- 1.1 Sites 18-23 will be carried out in prior to 31 March 2016
- 1.2 All remaining Sites will be subject to a written instruction from the Employer to undertake works. The Employer may at his sole discretion instruct any number of sites to be carried out at any time prior to 31 March 2018.
- 1.3 The *Employer* is not bound however to instruct Sites 1-17 and in the event that he does not instruct one or more of these Sites the *Employer* has no liability for any loss of profit or loss of opportunity or otherwise.
- 1.4 Tenderers should therefore price Sites 1-17 on the basis that each site may be instructed as a single separate element of work.



B TENDER PRICE ANALYSIS

- 1.1 The Tender Price Analysis is the build-up to the Price for the *works* described in the Contract Data. The Tender Price Analysis shows the prices for the works set out and/or described and/or shown in the Works Information. The tenderer is deemed to have carefully examined this Pricing Document and hereby accepts that the list of items of work contained therein provides the tenderer with a full and comprehensive list to enable him to price the works as detailed and set out and shown and described in the contract documents.
- 1.2 The amounts entered by the tenderer against each of the items listed in the Tender Price Analysis are deemed to include for everything needed by the tenderer to complete that item of work in full compliance with the requirements of the Works Information, including without limitation, labour, materials, plant, supervision, overheads and profit as described above.
- 1.3 The risk and responsibility for estimating the price for each item rests entirely and solely with the tenderer. If the tenderer fails to include a price against any item, that item shall be deemed by the *Employer* to be priced at zero cost. Entering “by others” or entering a negative cost against any item, unless expressly allowed for, is not permitted and may invalidate the tender.
- 1.4 The total of all the items listed in the Tender Price Analysis is the Price for the works.
- 1.5 All sums included in the Tender Price Analysis are fixed for the duration of the Contract and shall not be subject to any adjustment arising from inflation or increase or decrease in any duty or taxation other than changes to VAT.

