

PURPOSE & STATUS

From the agreed scope to a useful handover.

A proposed delivery process for engineering, fit-out, construction, supply and maintenance work, with clear decisions and records at each stage.

What clients can assess

The proposed sequence covers enquiry review, scope definition, design coordination, procurement, site delivery, inspection, handover and aftercare. Quality/document-control and HSE requirements are addressed in the companion frameworks, not replaced by this document.

Implementation status

This is an implementation framework, not a statement that all systems, personnel or project records are already in place. The General Manager and designated project lead should adapt and approve the project arrangements before committing delivery dates or mobilising.

Stage	Decision before moving on
01 / Define	Scope, deliverables, assumptions, exclusions, capability and client interfaces understood.
02 / Plan and coordinate	Programme, responsibilities, approvals, quality/HSE controls and procurement agreed.
03 / Execute and verify	Released work packages, resources and permissions available; changes and inspection results recorded.
04 / Handover and support	Tests, exceptions, operating information, training and acceptance reconciled; aftercare route agreed.

Management and project interfaces

Assign the actual project lead and named contacts for design, quality, HSE, procurement and client communication. Confirm who may approve technical changes, costs, extensions and handover. Do not present functional roles as confirmed staffing appointments.

PROCEDURE PDH-01

Define, plan and coordinate.

01 / Capture the brief

Record the business need, site constraints, intended use, affected operations and required deliverables. Conduct the appropriate survey or information review, note uncertainties and agree the next clarifications.

02 / Establish the scope baseline

Describe inclusions/exclusions, model detail and exchange formats, ETAP study cases and inputs, drawings, design duties, supply boundaries, review responsibilities and handover criteria. Record assumptions that affect cost, schedule or performance.

03 / Confirm the commercial basis

Review the proposal/order for scope consistency, milestones, access dependencies, payment terms, warranties and change mechanisms. Seek authorised resolution of ambiguities before acceptance; this framework is not a contract.

04 / Build the delivery plan

Sequence surveys, design, approvals, long-lead purchases, access, installation, inspections, testing and close-out. Assign owners and realistic resources. Agree progress reporting and escalation intervals with the client.

05 / Coordinate engineering and interfaces

Use the current controlled information to identify clashes and dependencies among structure, finishes, MEP, equipment and operations. Record queries, decisions and required independent or specialist reviews.

06 / Approve mobilisation readiness

Check site access, staff competence, released documents, quality/HSE plans, welfare, equipment and permissions. Keep an open-items list with owners and explicit no-start conditions.

Expected records

Approved scope baseline; site survey/information register; responsibility and interface matrix; deliverable schedule; programme; procurement plan; client queries/decisions; mobilisation readiness record.

PROCEDURE PDH-02

Deliver with control and visibility.

Procurement and logistics

Purchase against approved technical information and agreed lead times. Assess supplier capacity, traceability, documentation, inspection and preservation needs. Plan deliveries, storage and access with the operator. Record delays and mitigation without silently changing specifications.

Workface planning and supervision

Issue manageable work packages with the current approved drawings, materials, method, permits and inspection points. Confirm actual site conditions and resources. Capture progress, work completed and reasons for delay; investigate discrepancies rather than reporting unsupported percentage completion.

Client communication

Maintain action, clarification and decision registers. Minutes should identify the issue, decision, owner and due date; distribute them through document control. Use the contract route for formal notices and approvals. Keep confidential information and personal data out of public updates.

Change and interface control

Record proposed changes and impacts on design, safety, cost, schedule, procurement and handover. Obtain the required written approvals, revise the baseline and brief affected teams. Stop affected work when continuing would conceal a defect, breach a hold point or introduce unresolved risk.

Verification and reporting

Use the project inspection/test plan and retain actual checks. Review open quality and HSE actions alongside progress and procurement. Agree recovery actions and escalate obstacles promptly. Completed work is not automatically accepted work.

Meeting / report	Questions to resolve
Project progress review	What is verified complete? Which decisions, materials or access constrain the next stage? Who owns recovery?
Quality / HSE review	Are releases and records current? Which findings remain open? Are changed conditions assessed?
Client action review	What needs approval or clarification? What is overdue? Which formal notice or change route applies?

PROCEDURE PDH-03

Handover is a planned deliverable.

01 / Agree the handover index early

Set required documents, systems/areas, acceptance criteria, format, reviewers and due dates. Include as-built information, test records, certificates, operating/maintenance information, warranties, spares and training where applicable.

02 / Prepare testing and commissioning

Use competent authorised personnel, approved procedures, safe system status and client witnessing arrangements. Record actual results, instruments and exceptions. Specialist medical, electrical or gas equipment requires its applicable approved process; this overview contains no test instruction.

03 / Resolve outstanding work

Maintain a location/system-based punch list with priority, owner, target date and closure evidence. Record any deferred items, temporary restrictions and the authority accepting them. Do not state unconditional completion where exceptions remain.

04 / Transfer information and knowledge

Issue the verified document set by controlled transmittal. Brief the receiving team on the agreed use, maintenance responsibilities, restrictions and emergency/aftercare contacts. Record attendance and receipt of training or information.

05 / Record acceptance and demobilise

Obtain the required client acceptance/handover record and identify residual obligations. Coordinate removal of temporary facilities, waste and access controls under the HSE plan; restore the area and capture close-out evidence.

06 / Support the defects / warranty period

Agree how faults are reported, triaged, assigned and closed, including urgent safety escalation. Track response and completion against the contract; avoid promising response times without an agreed service commitment.

TEMPLATES & CLIENT REQUIREMENTS

Make the evidence easy to review.

Handover index template	Assigned owner / record to complete
Approved drawings / as-built set	Owner; document IDs/revisions; acceptance status; transmittal.
Inspection and test results	Owner; system/location; procedure and results; witnesses and exceptions.
Manufacturer / equipment information	Owner; asset IDs; manuals/certificates; warranties; maintenance requirements.
Training, spares and keys/access items	Owner; agreed list; delivery/attendance and receipt evidence.
Punch list and completion acceptance	Owner; open/closed status; approved restrictions/deferred work; client sign-off.
Aftercare and archive	Owner; contact route; contractual response/defect obligations; retained record location and access.

Client requirements register

For each application or tender, list the requirement, evidence requested, current availability, owner, gap and due date. Separate registration, technical qualification and contract mobilisation requirements. Upload public frameworks as explanatory material only; attach actual qualifications, licences, resources and completed records when required.

Readiness review

Before submission, reconcile the website/profile with current evidence. Before mobilisation, close mandatory resource, approval and HSE gaps. Before completion, reconcile the deliverable index and client acceptance. Client-specific checklists may add requirements at each stage.

Reference basis

QatarEnergy - registration requirements and qualification distinction

<https://www.qatarenergy.qa/en/SupplyManagement/Pages/Vendorregistration.aspx>

QatarEnergy - contractor HSE document gateway

<https://www.qatarenergy.qa/en/SupplyManagement/Tenders/Pages/ContractorHSEManagement.aspx>

Public sources checked 22 October 2026. These are context references, not a claim of certification, client approval or complete compliance. Obtain current client-issued documents for each enquiry.