**SLIDE #5 IWP CLOSE OUT**

# Scope

After an Installation Work Package (IWP) has been appropriately executed in the field, it is necessary to ensure that the IWP is closed properly. This close out process includes confirmation of installed quantities and properly documenting installation deviations necessary for ‘as-built’ documentation requirements.

The planning department is to work with project controls to ensure that quantities installed for each IWP are accurately captured. Additionally, for each IWP, the planning department is to work with document control and if necessary field engineering to identify, amend and document any installation deviations from the Approved for Construction (AFC) drawings used in the IWP necessary to accurately develop ‘as-built’ drawings.

# Assumptions

* There are established processes and procedures that address how to capture, report and validate installed quantities.
* There are established processes and procedures that address ‘as-built’ documentation requirements.

# Recommendations

Assign specific responsibilities to select individuals for the close out of IWPs. Develop a flow chart to simply communicate the requirements for verification of installed quantities and ‘as- built’ drawings to close out IWPs. Conduct periodic internal audits to ensure that the IWP close out process is working and is accurately collecting and validating the information. Look for ways to continue to improve and document the IWP close out process to increase accuracy/reduce errors/reduce redundancy in collection of information and shorten the close out time by having a specific lesson learned/best practices plan.

# Information Requirements

* Actual IWP schedule performance
* Actual IWP craft productivity information
* Red line information for IWP
* QA/QC sign-off if applicable for IWP
* Lessons learned on IWP