



# **STANDARD OPERATING PROCEDURE**

**Completion Certificate Module**

**Ministry of Road Transport and Highways of India**

# Standard Operating Procedure of “Completion Certificate Module”

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## 1) Contractor Login

(i)- The below screen will appear in the Contractor login where the contractor can request for **Completion Certificate** by clicking on the **"New"** button as highlighted in red in the below screenshot.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS | Welcome - CO Shiva | Search | User Name, CO\_RA00112BA007WB | UPC : RA00112BA007WB | Help Desk | Logout

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**New +** FILTER

Show 10 entries Search:

S.No.	Action	View	Status	UPC	Project Name	Completion Date (As per CA)	Contractor	NH Div. / RCC(BRO) / PIU- MoRTH.	Request Letter	No. of Test Scheduled	No. of Test Accepted	Test Details	NH Div. / RCC(BRO) / PIU- MoRTH. Site visit Report	Road Safety Auditor Report	NSI Test Report
No data available in table															

(ii)- By clicking on the **"New"** button **"Request Form for Completion Certificate"** will appear, where Contractor will fill form as per below screenshot.

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### Request Form for Completion Certificate

UPC  
RA00112BA007WB

Project Name  
I Reconstruction of a box culvert at km 3.780 in connection with the Widening of NH-35 New NH-112 under NH Division No-V, P.W. Roads Directorate, II Reconstruction of minor bridge at km 13.872 of NH-35 Ne

Mode  
EPC

Scheduled / Likely Completion Date  
Total Project Length (Km)  
8.00

Physical Progress(%)  
NaN

Upload Request Letter for Inspection / Completion Certificate \*  
Choose File | No file chosen

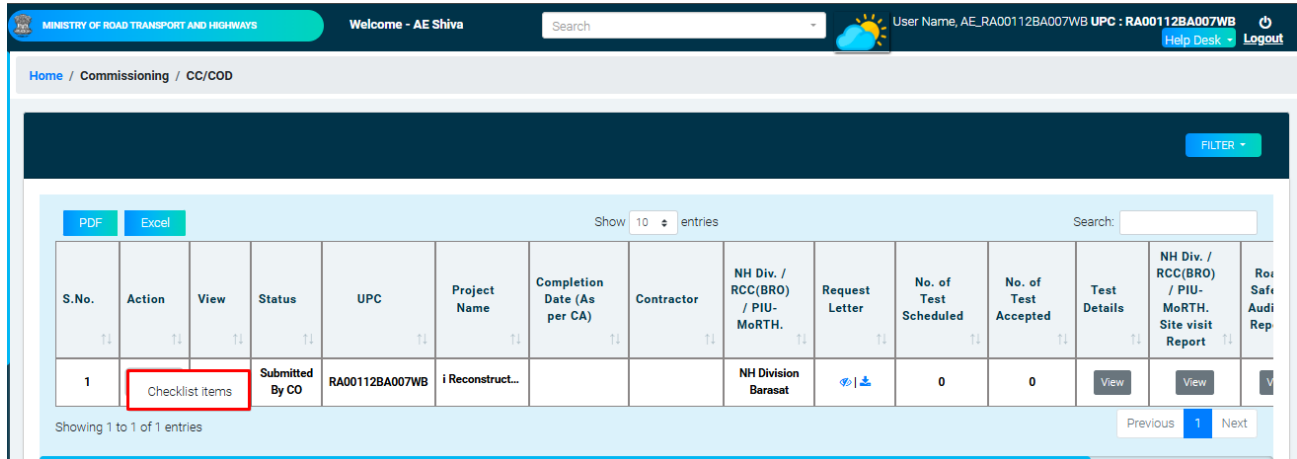
Remarks \*


Cancel Submit

## 2) AE/IE Login

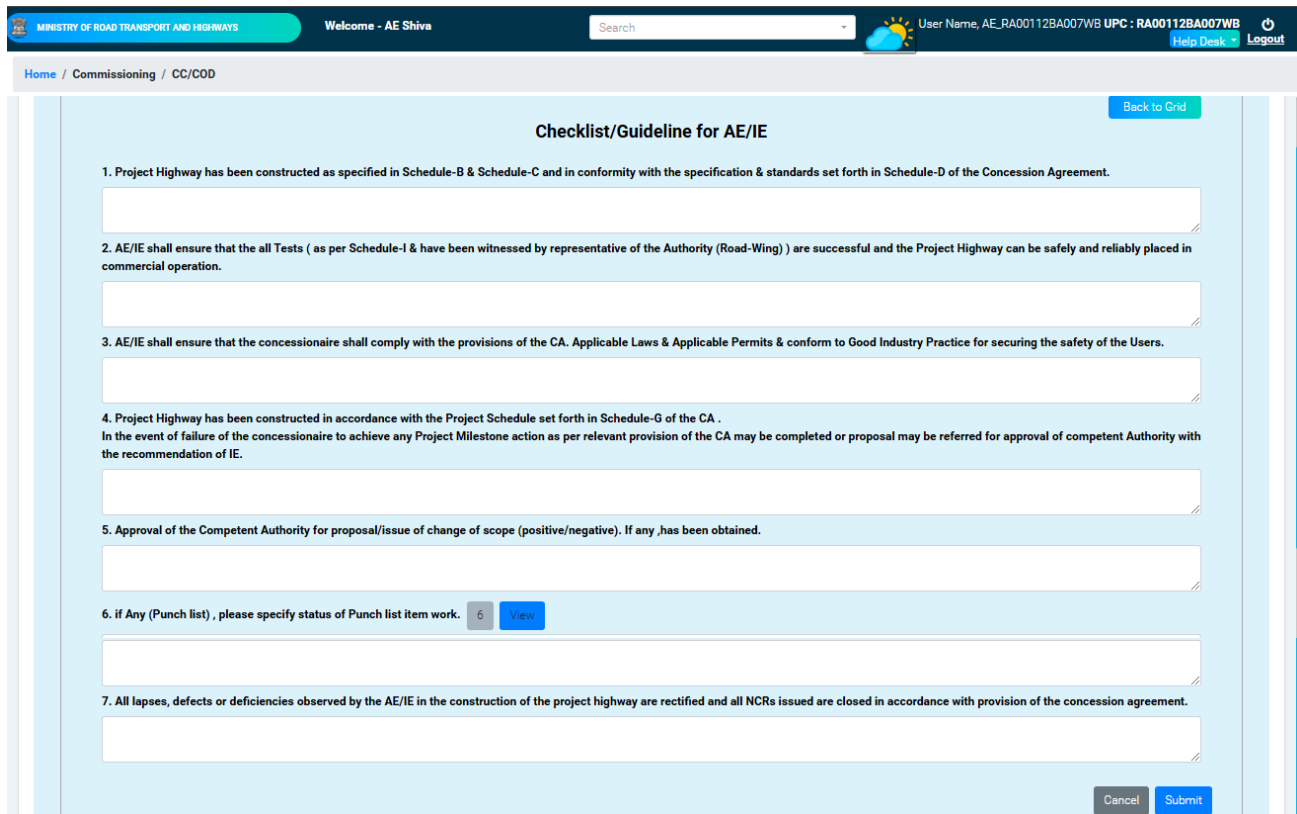
(iii)- After request made by the Contractor, then the request will be displayed in the AE/IE Grid.

-Now, by clicking on the “**Action**” button, AE/IE can fill “**Checklist Items**” as shown in the screen below.



S.No.	Action	View	Status	UPC	Project Name	Completion Date (As per CA)	Contractor	NH Div. / RCC(BRO) / PIU-MoRTH.	Request Letter	No. of Test Scheduled	No. of Test Accepted	Test Details	NH Div. / RCC(BRO) / PIU-MoRTH. Site visit Report	Request Letter
1	Checklist items		Submitted By CO	RA00112BA007WB	i Reconstruct...			NH Division Barasat		0	0	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>

(iv)- On clicking the action button below screen will appear where AE/IE can give comments on below mentioned checklist.



**Checklist/Guideline for AE/IE**

1. Project Highway has been constructed as specified in Schedule-B & Schedule-C and in conformity with the specification & standards set forth in Schedule-D of the Concession Agreement.

2. AE/IE shall ensure that the all Tests ( as per Schedule-I & have been witnessed by representative of the Authority (Road-Wing) ) are successful and the Project Highway can be safely and reliably placed in commercial operation.

3. AE/IE shall ensure that the concessionaire shall comply with the provisions of the CA. Applicable Laws & Applicable Permits & conform to Good Industry Practice for securing the safety of the Users.

4. Project Highway has been constructed in accordance with the Project Schedule set forth in Schedule-G of the CA .  
In the event of failure of the concessionaire to achieve any Project Milestone action as per relevant provision of the CA may be completed or proposal may be referred for approval of competent Authority with the recommendation of IE.

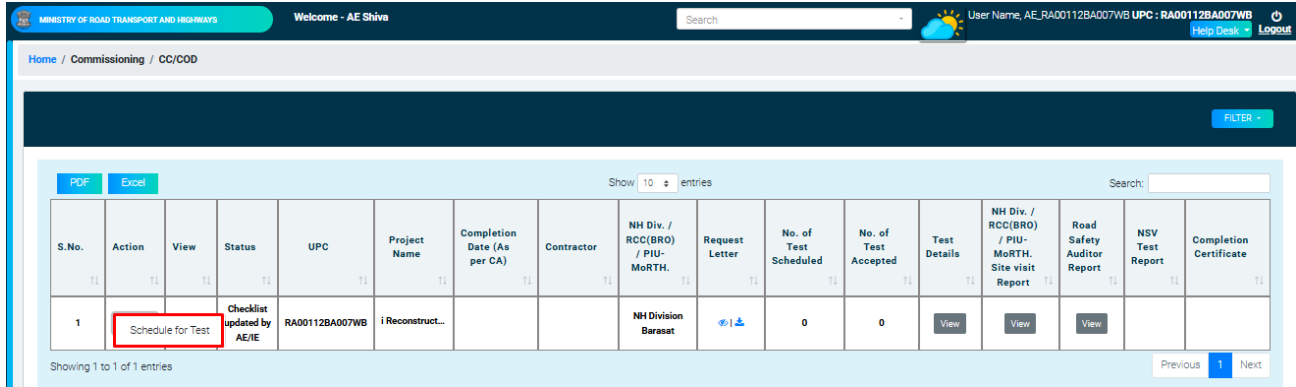
5. Approval of the Competent Authority for proposal/issue of change of scope (positive/negative). If any ,has been obtained.

6. if Any (Punch list) , please specify status of Punch list item work. [View](#)

7. All lapses, defects or deficiencies observed by the AE/IE in the construction of the project highway are rectified and all NCRs issued are closed in accordance with provision of the concession agreement.

[Cancel](#) [Submit](#)

(v)-After Submission of Checklists, on clicking the action button below screen will appear where AE/IE has option of update **“Schedule for Test”**.



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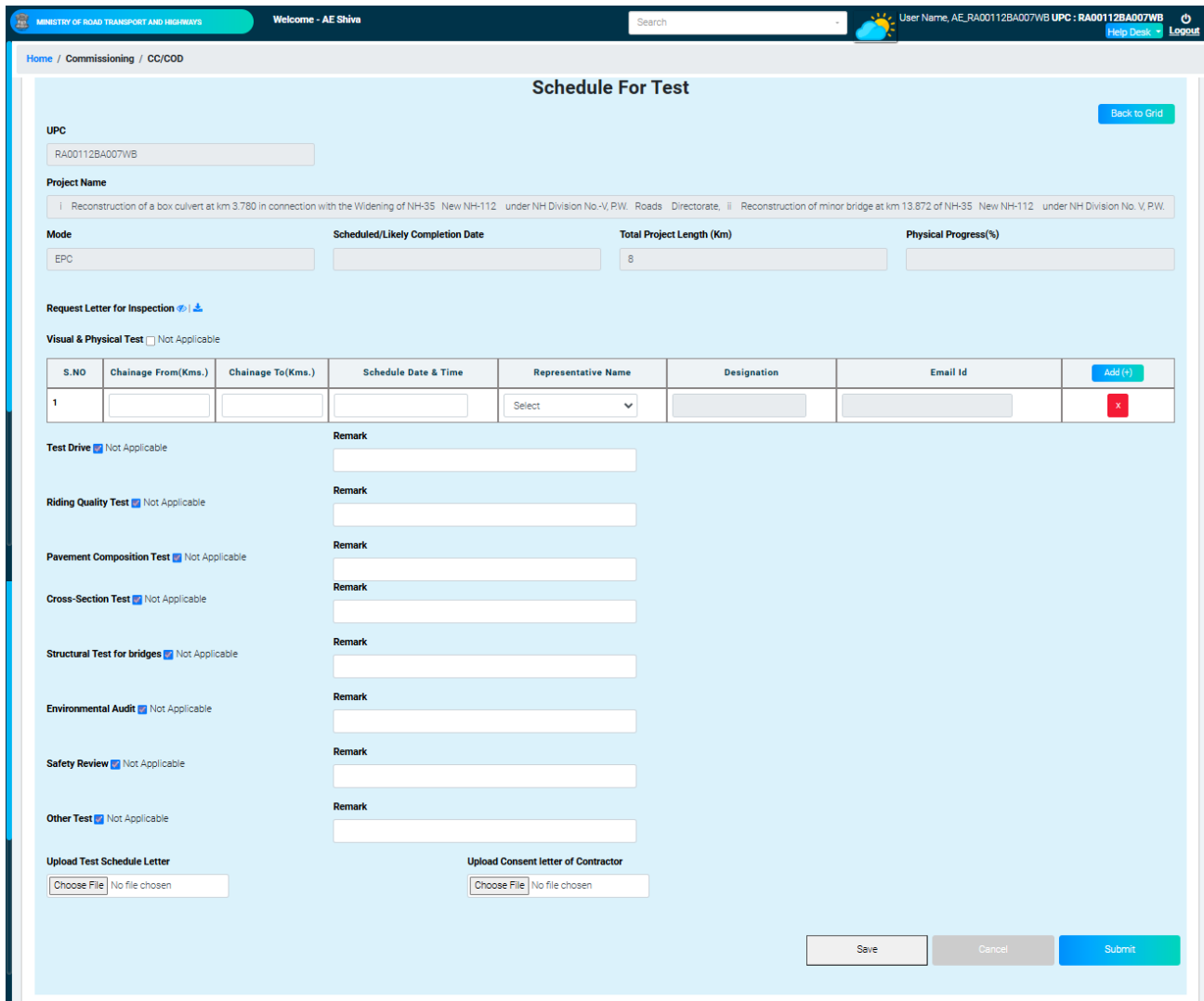
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S.No.	Action	View	Status	UPC	Project Name	Completion Date (As per CA)	Contractor	NH Div. / RCC(BRO) / PIU- MoRTH.	Request Letter	No. of Test Scheduled	No. of Test Accepted	Test Details	NH Div. / RCC(BRO) / PIU- MoRTH. Site visit Report	Road Safety Auditor Report	NSV Test Report	Completion Certificate
1	<a href="#">Schedule for Test</a>		Checklist updated by AE/IE	RA00112BA007WB	i Reconstruct...			NH Division Barasat	<a href="#">View</a>	0	0	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>		

Showing 1 to 1 of 1 entries | Previous | 1 | Next

(vi)- By Clicking on the **“Schedule for Test”**, below form will be appear, where AE/IE needs to update all required details.



MINISTRY OF ROAD TRANSPORT AND HIGHWAYS | Welcome - AE Shiva | Search | User Name, AE\_RA00112BA007WB UPC : RA00112BA007WB | Help Desk | Logout

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### Schedule For Test

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UPC: RA00112BA007WB

Project Name: Reconstruction of a box culvert at km 3.780 in connection with the Widening of NH-35 New NH-112 under NH Division No-V, P.W. Roads Directorate, Reconstruction of minor bridge at km 13.872 of NH-35 New NH-112 under NH Division No. V, P.W.

Mode: EPC | Scheduled/Likely Completion Date: | Total Project Length (Km): 8 | Physical Progress(%):

Request Letter for Inspection: [View](#) [Download](#)

Visual & Physical Test ☐ Not Applicable

S.NO	Chainage From(Kms.)	Chainage To(Kms.)	Schedule Date & Time	Representative Name	Designation	Email Id	Add (+)
1				Select			<a href="#">X</a>

Test Drive ☒ Not Applicable | Remark:

Riding Quality Test ☒ Not Applicable | Remark:

Pavement Composition Test ☒ Not Applicable | Remark:

Cross-Section Test ☒ Not Applicable | Remark:

Structural Test for bridges ☒ Not Applicable | Remark:

Environmental Audit ☒ Not Applicable | Remark:

Safety Review ☒ Not Applicable | Remark:

Other Test ☒ Not Applicable | Remark:

Upload Test Schedule Letter:  Choose File | No file chosen

Upload Consent letter of Contractor:  Choose File | No file chosen

[Save](#) [Cancel](#) [Submit](#)

(vii)- Once AE/IE submitted “Test Schedule Report”, AE/IE have two options for “**Upload Test Report**” & “**Re-Schedule for Test**”.

S.No.	Action	View	Status	UPC	Project Name	Completion Date (As per CA)	Contractor	NH Div. / RCC(BRO) / PIU-MoRTH.	Request Letter	No. of Test Scheduled	No. of Test Accepted	Test Details	NH Div. / RCC(BRO) / PIU-MoRTH. Site visit Report	Road Safety Auditor Report	NSV Test Report	Completion Certificate
1	<a href="#">Upload Test Report</a> <a href="#">Re-Schedule for Test</a>		Test scheduled AE/IE	RA00112BA007WB	i Reconstruct...			NH Division Barasat	<a href="#">View</a>	9	0	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>		

(viii)- On clicking the “**Upload Test Report**” button, AE/IE will Upload Test Report on updated Test Schedule & AE can opt “Accept” or “Reject & Resubmit” on any Test Schedule.

### Upload Test Reports

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UPC: RA00112BA007WB

Project Name: i Reconstruction of a box culvert at km 3.780 in connection with the Widening of NH-35 New NH-112 under NH Division No.-V, P.W. Roads Directorate. ii Reconstruction of minor bridge at km 13.872 of NH-35 New NH-112 under NH Division No. V, P.W.

Mode: EPC Scheduled/Likely Completion Date: Total Project Length (Km): 8 Physical Progress(%):

Request Letter for Inspection: [View](#) [Download](#)

Visual & Physical Test: ☐ Not Applicable

S.NO	Chainage From (Kms.)	ChainageTo (Kms.)	Schedule Date & Time	Representative Name	Designation	Email Id	Name of Witness Authority (NH Div. / RCC(BRO) / PIU-MoRTH.)	Actual Test Date & Time	
1	100	200	14/01/2025 06:35:00 PM	Placeholder Inspector	Placeholder Company	placeholder@example.com			<a href="#">Choose</a>

Test Drive ☐ Not Applicable Remark:

Riding Quality Test ☐ Not Applicable Remark:

Pavement Composition Test ☐ Not Applicable Remark:

Cross-Section Test ☐ Not Applicable Remark:

Structural Test for bridges ☐ Not Applicable Remark:

Environmental Audit ☐ Not Applicable Remark:

Safety Review ☐ Not Applicable Remark:

Other Test ☐ Not Applicable Remark:

Upload Test Schedule Letter [View](#) [Download](#) Upload Consent letter of Contractor [View](#) [Download](#)

[Cancel](#) [Submit](#)

- (ix)- On clicking “Reject & Resubmit” to any Test Schedule, AE/IE have below option of **“Re-Schedule for Test”**.  
 -AE/IE will Re-submit to Rejected Test Schedule with required changes, and then upload with Test Schedule Letter & Consent letter of Contractor.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS Welcome - AE Shiva Search User Name, AE\_RA00112BA007WB UPC: RA00112BA007WB Help Desk Logout

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S.No.	Action	View	Status	UPC	Project Name	Completion Date (As per CA)	Contractor	NH Div. / RCC(BRO) / PIU- MoRTH.	Request Letter	No. of Test Scheduled	No. of Test Accepted	Test Details	NH Div. / RCC(BRO) / PIU- MoRTH. Site visit Report	Road Safety Auditor Report	NSV Test Report	Completion Certificate
1	Re-Schedule for Test		Test Reports Rejected AE/IE	RA00112BA007WB	i Reconstruct...			NH Division Barasat		9	1	View	View	View		

Showing 1 to 1 of 1 entries Previous 1 Next

### 3) NH Div./RCC(BRO)/PIU-Login

- (x)-By Clicking on the **Action** button, NH Div./RCC(BRO)/PIU has option of **“Upload Site Visit Report”**.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS Welcome - Ajit Kumar Singh - Executive Engineer Search User Name, NH-Div-Barasat Help Desk Logout

Home / Commissioning / CC/COD Rajmarg eOffice AppSavy

FILTER

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S.No.	Action	View	Status	UPC	Project Name	Completion Date (As per CA)	Contractor	NH Div. / RCC(BRO) / PIU- MoRTH.	Request Letter	No. of Test Scheduled	No. of Test Accepted	Test Details	NH Div. / RCC(BRO) / PIU- MoRTH. Site visit Report	Road Safety Auditor Report
1	Upload Site visit Report		Test Reports Rejected AE/IE	RA00112BA007WB	i Reconstruct...			NH Division Barasat		9	1	View	View	View

Showing 1 to 1 of 1 entries Previous 1 Next

(xi)-By clicking on **“Upload Site Visit Report”** below for will be appear, where NH Div./RCC(BRO)/PIU will submit observation & share with **“CO & AE/IE”** individually for compliance submission.

(xii)- NH Div./RCC(BRO)/PIU share Observations with **“CO & AE/IE”** for Compliance, then **“CO & AE/IE”** have option appear of **“Update Compliance on NH Div./RCC(BRO)/PIU Site visit”**.

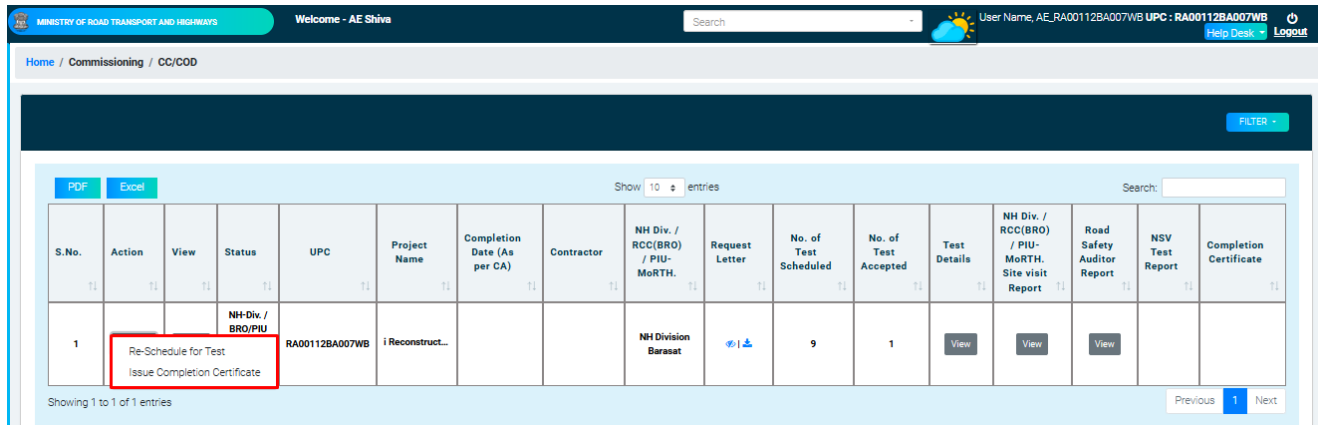
S.No.	Action	View	Status	UPC	Project Name	Completion Date (As per CA)	Contractor	NH Div. / RCC(BRO) / PIU- MoRTH.	Request Letter	No. of Test Scheduled	No. of Test Accepted	Test Details	NH Div. / RCC(BRO) / PIU- MoRTH. Site visit Report	Ro. Safe Audi Rep
1	Update Compliance on NH-Div./BRO/PIU Site visit		NH-Div. / BRO/PIU		I Reconstruct...			NH Division Barasat		9	1			

(xiii)- By clicking on **“Update Compliance on NH Div./RCC(BRO)/PIU Site visit”** button, **“CO & AE/IE”** will update compliance with Photos & Remarks and Submit to NH Div./RCC(BRO)/PIU.



## 4) AE/IE Login

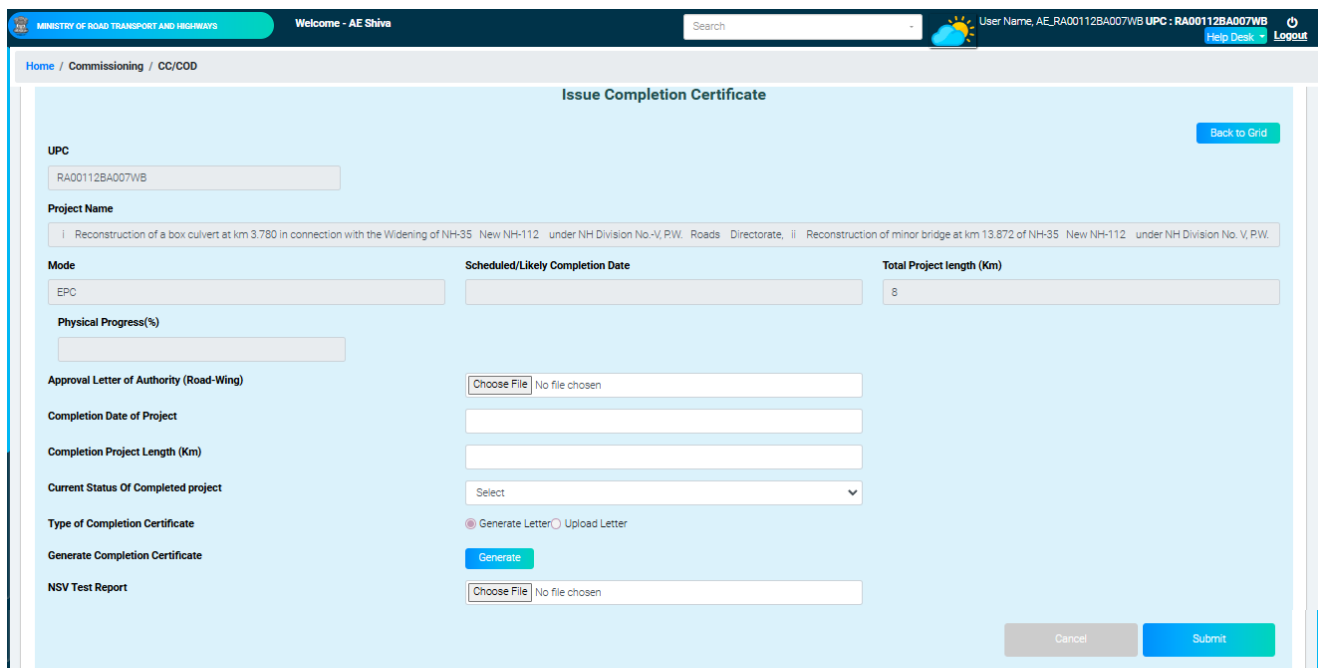
(xiv)- After submission of “**Update Compliance on NH Div./RCC(BRO)/PIU Site visit**” by NH Div./RCC(BRO)/PIU, Parallely AE/IE have two options of “**Issue Completion Certificate**” & “**Re-schedule for Test**”.



S.No.	Action	View	Status	UPC	Project Name	Completion Date (As per CA)	Contractor	NH Div. / RCC(BRO) / PIU-MoRTH.	Request Letter	No. of Test Scheduled	No. of Test Accepted	Test Details	NH Div. / RCC(BRO) / PIU-MoRTH. Site visit Report	Road Safety Auditor Report	NSV Test Report	Completion Certificate
1	Re-Schedule for Test Issue Completion Certificate		NH-Div / BRO/PIU	RA00112BA007WB	i Reconstruct...			NH Division Barasat		9	1					

Showing 1 to 1 of 1 entries

(xv)-By clicking on “**Issue Completion Certificate**” below form will be appear. After the submission of the form, Completion Certificate will be issue to Contractor.



**Issue Completion Certificate**

UPC: RA00112BA007WB

Project Name: Reconstruction of a box culvert at km 3.780 in connection with the Widening of NH-35 New NH-112 under NH Division No-VI, P.W. Roads Directorate, Reconstruction of minor bridge at km 13.872 of NH-35 New NH-112 under NH Division No. V, P.W.

Mode: EPC

Scheduled/Likely Completion Date:

Total Project length (Km): 8

Physical Progress(%):

Approval Letter of Authority (Road-Wing): Choose File No file chosen

Completion Date of Project:

Completion Project Length (Km):

Current Status Of Completed project: Select

Type of Completion Certificate: ☒ Generate Letter ☐ Upload Letter

Generate Completion Certificate: Generate

NSV Test Report: Choose File No file chosen

Cancel Submit

- Completion Certificate will be issue to contractor & will be visible in Contractor grid.