# STANDARD OPERATING PROCEDURE

Completion Certificate Module

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

# Standard Operating Procedure of "Completion Certificate Module"

## Table of Contents for "Completion Certificate Module"

# 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 <mark>**"New"**</mark> button as highlighted in red in the below screenshot.



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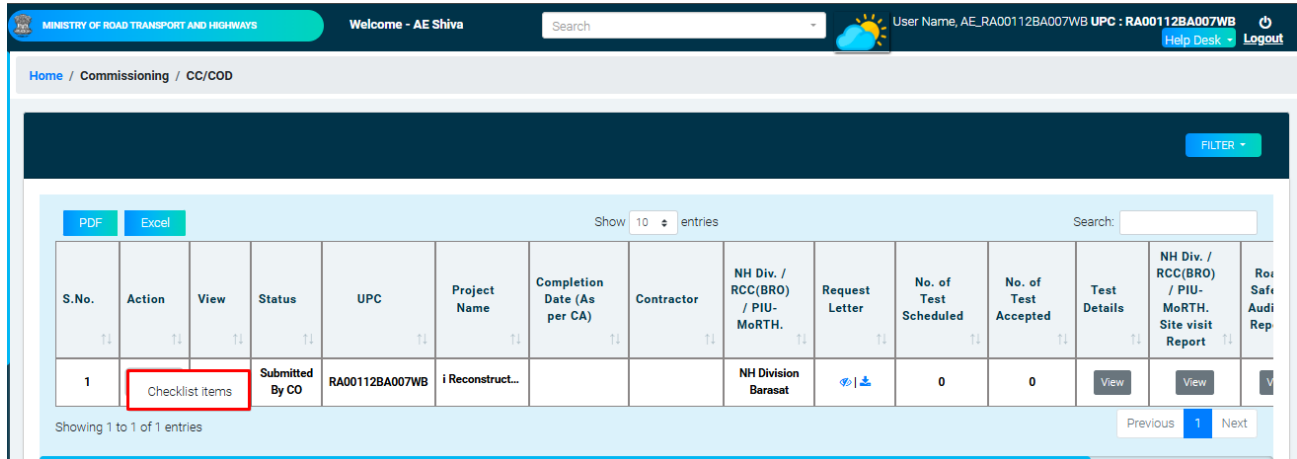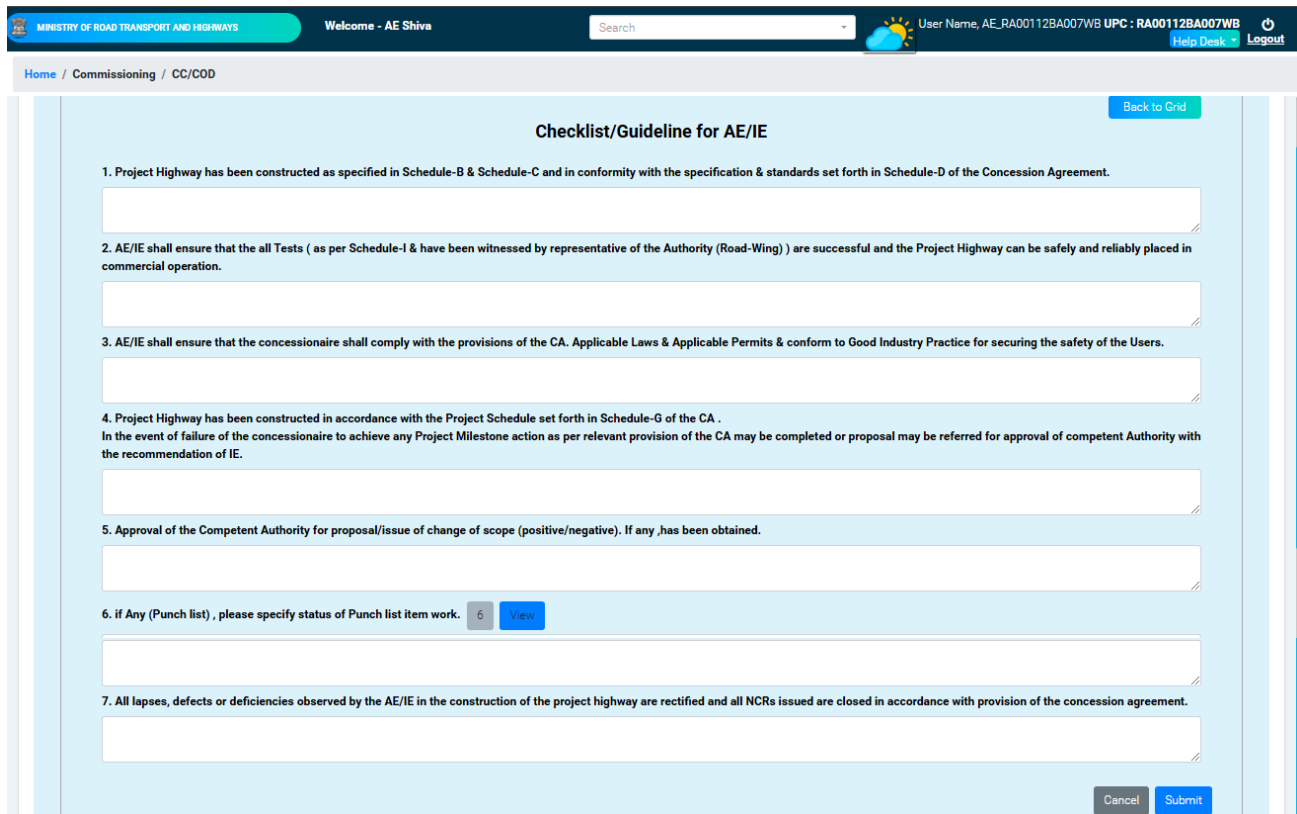
## 2) AE/IE Login

(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.



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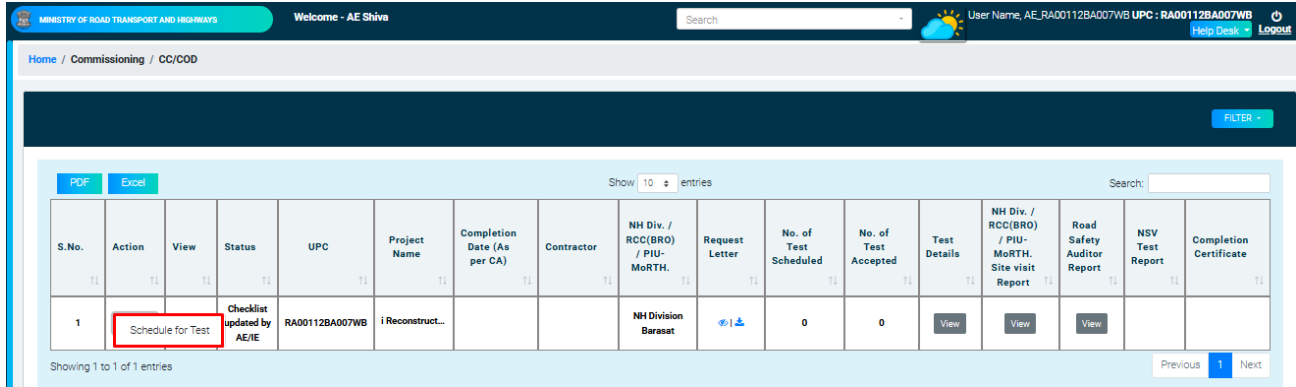
5. Approval of the Competent Authority for proposal/issue of change of scope (positive/negative). If any ,has been obtained.

6. if Any (Punch list) , please specify status of Punch list item work.   6   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.

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



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

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



(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.

(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.



# 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".**

(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".**
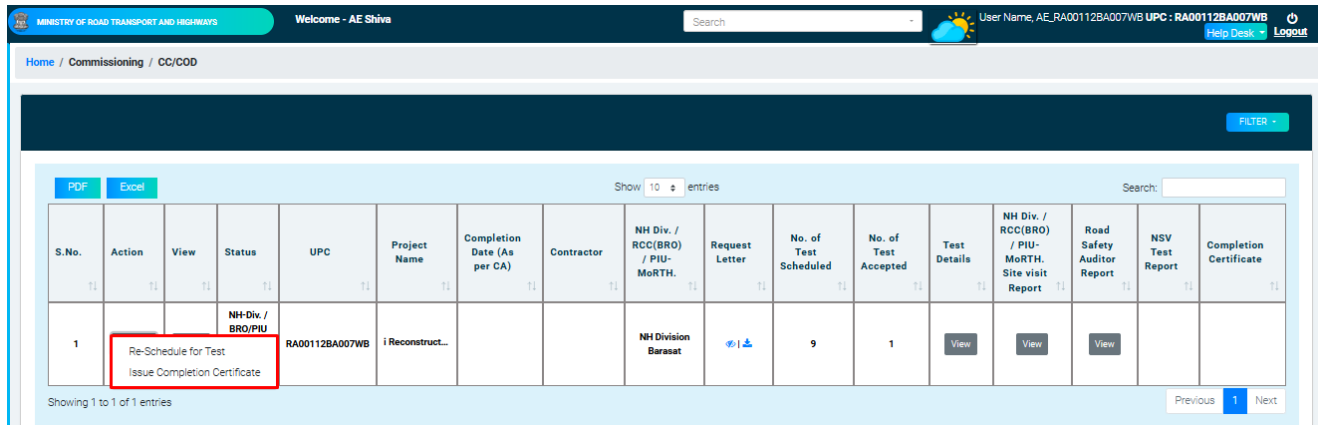


(xiii)- By clicking on **"Update Compliance on NH Div./RCC(BRO)/PIU Site visit"** button, "CO & AE/IE" will update compliance with Photos & Remarks and Submit to NH Div./RCC(BRO)/PIU.
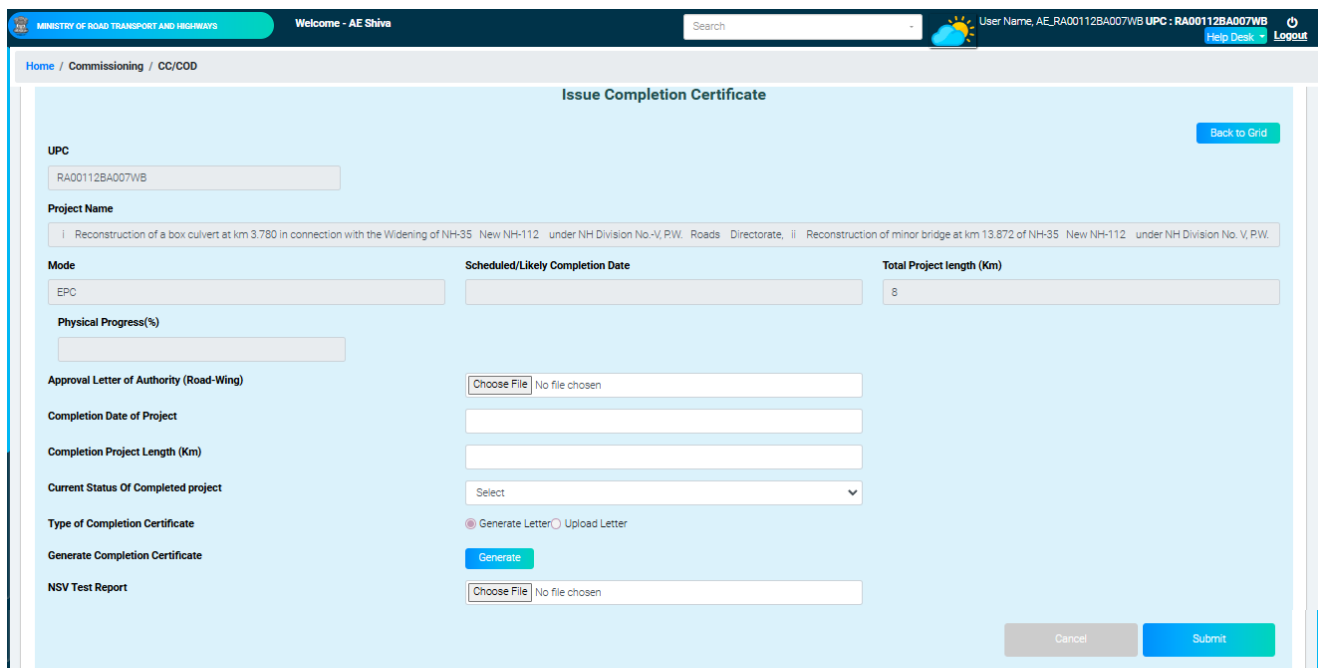
# 4) AE/IE Login

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



(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.



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