

# Practical Completion Certificate

A practical completion certificate: the contract, works and date of practical completion, outstanding minor items, the rectification period, retention, handover documents and signatures.

## 1. Contract

**Project**

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**Client**

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**Site \***

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**Site address**

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**Date of practical completion \***

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**Time**

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**Form of contract** (choose one)

- ☐ JCT Minor Works
- ☐ JCT Intermediate
- ☐ JCT Design and Build
- ☐ JCT Standard Building
- ☐ NEC
- ☐ Other or none

**Contract reference**

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**Employer or client \***

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**Contractor \***

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**Contract administrator or employer's agent**

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**Description of the works \***

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**Date for completion in the contract, as extended**

If applicable: Practical completion is after the date for completion. Liquidated damages may be due under the contract for the delay.

**Days after the date for completion** (if applicable; worked out automatically in the app)

**Liquidated damages rate in the contract (£ per week)** (if applicable)

Optional. The form multiplies it by the weeks late as arithmetic only; the contract and any extensions decide what is due.

**Liquidated damages at that rate (£)** (if applicable; worked out automatically in the app)

Under JCT contracts, and many others, practical completion starts the rectification (defects) period, ends the contractor's liability for delay damages and is when part of the retention is usually released. Check the terms of your contract.

If applicable: NEC contracts do not use practical completion. Under the NEC Engineering and Construction Contract the Project Manager certifies Completion, as defined in the contract, and the defects date and delay damages run from that. Record the Project Manager as the contract administrator below.

This is a site record of the handover. Where the contract has its own certificate, such as the JCT Practical Completion Certificate or Statement, that certificate must still be issued by the person named in the contract. This record supports it and does not replace it.

## 2. Outstanding items

**Are there minor items still to finish?**

☐ Yes ☐ No

**Outstanding items** (copy this block for each one; if applicable)

**Item \***

**Location**

**Who will finish it?**

**To be finished by**

**Status** (choose one)

☐ Open ☐ Finished

**Days allowed after practical completion** (if applicable; worked out automatically in the app)

**Photos** (photos: attach, or note the file names)

**item\_f\_open** (worked out automatically in the app)

**item\_f\_noowner** (worked out automatically in the app)

**item\_f\_nodate** (worked out automatically in the app)

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**Outstanding items** (if applicable; worked out automatically in the app)

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**Still open** (if applicable; worked out automatically in the app)

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**With no owner** (if applicable; worked out automatically in the app)

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**With no date** (if applicable; worked out automatically in the app)

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If applicable: Some items have no owner or no date. Agree who will finish each one and by when, so the list can be closed.

**Rectification period (months)**

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**Rectification period ends**

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**Months from practical completion to that date** (if applicable; worked out automatically in the app)

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If applicable: The end date does not match the rectification period in months. Check both against the contract.

If applicable: The rectification period end date is before the date of practical completion.

**Retention (%)**

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**Contract sum or value of the works (£)**

Optional. Use the figure the retention is calculated on under your contract.

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**Retention held before practical completion (£)** (if applicable; worked out automatically in the app)

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**Retention released at practical completion**

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**Share of the retention released now (%)** (if applicable)

For example 50 if half is released at practical completion. Check your contract.

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**Released now (£)** (if applicable; worked out automatically in the app)

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**Still held to the end of the rectification period (£)** (if applicable; worked out automatically in the app)

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### 3. Handover documents

**Handed over** (tick all that apply)

- ☐ Health and safety file
- ☐ Operation and maintenance manuals
- ☐ As-built drawings
- ☐ Test and commissioning certificates
- ☐ Building control completion certificate
- ☐ Warranties and guarantees
- ☐ Keys and access fobs

**Handover documents received (of 7)** (worked out automatically in the app)

If applicable: CDM 2015: where a project has more than one contractor, the principal designer prepares the health and safety file and passes it to the client at the end of the project, and the client keeps it available for anyone who needs it.

**Number of keys or fobs**

### 4. Certificate

The contract administrator certifies that practical completion of the works was achieved on the date above.

**Contract administrator name (the Project Manager under NEC) \***

**Contract administrator signature**

**For the contractor**

**Contractor signature**

**For the client**

**Client signature**