

Guidance Document

G1228 Responsibilities and Activities for Efficient Handover of L&E Projects

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1 Purpose

The purpose of this Guidance is to clarify the key roles, responsibilities, and actions necessary by persons within CPD and APD to ensure the timely and efficient handover of L&E projects as an integrated and seamless activity

2 Scope

This Guidance applies to L&E refurbishment, and replacement projects work) carried out within the CPD Stations Upgrade Programme. The activities described within this document apply to all persons involved in the project who have input into Handover activities.

3 Guidance

3.1 Quality Criteria

Escalators used on the LU network are bound by the requirements of LU Standards 1-092 Escalator Passenger Conveyors, 1-094 Heavy Duty Metro Type Escalators & Moving Walks, associated British Standards and HSE GN-PM45.

During the project life cycle responsibility for the escalator transfer from APD to CPD (or the nominated contractor) throughout the life of the project until formal handover and completion of the form F-10005 certification.

Lift and Escalator projects have four key stages:

- Detail Design (Mobilisation)
- Delivery (Manufacture / Construction)
- Testing, Commissioning and Return to Service
- Post RTS activities and formal handover to APD

Efficient and seamless handover can only be achieved by the early engagement and the continual integrated involvement of all parties through to project handover. Key persons include the Project Manager, Project Engineer, Contractor(s), L&E Engineer, L&E Inspector and APD Client.

It is paramount that compilation of the MAID commences prior to 'start on site', and it's continually updated in order to prevent possible delay to the planned handover.

Activities to have completed / in place prior to start on site include:

- an agreed and robust Maintenance Readiness Plan
- agreed MAID deliverables
- robust Inspection & Test Plans with clear Hold, Witness and Review points.
- Suitable O&M information for new or changed design
- a master List of Items and Snags (LOIS) controlled by the Project Engineer on behalf of the Project Manager

Note: The project LOIS will require ongoing review and compilation throughout the life of the project to ensure its timely completion and closure formal acceptance of compliance documentation acceptance of the project MAID.