

INTERNAL ONLY
ISLHD BUSINESS RULE
COVER SHEET



Health
Illawarra Shoalhaven
Local Health District

NAME OF DOCUMENT	AIEMS Project Completion Report Form – How to Use
TYPE OF DOCUMENT	Business Rule
DOCUMENT NUMBER	ISLHD CORP BR 09
DATE OF PUBLICATION	June 2021
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FORMER REFERENCE(S)	Nil
EXECUTIVE SPONSOR or EXECUTIVE CLINICAL SPONSOR	Executive Director Infrastructure Development
AUTHOR	Manager Asset Reporting and Standards
KEY TERMS	Project Completion, Maintenance, Contractors, WHS
FUNCTIONAL GROUP OR HUB	Assets, Infrastructure, Engineering and Maintenance Services
NSQHS STANDARD	Standard One
SUMMARY	To provide information relating to who should complete an AIEMS Project Completion Report form and when / how this form should be completed and submitted.

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

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AIEMS Project Completion Report Form – How to Use

ISLHD CORP BR 09

**ASSETS, INFRASTRUCTURE, ENGINEERING AND MAINTENANCE SERVICES
 BUSINESS RULE**

Name	AIEMS Project Completion Report Form – How to Use
What it is	A form to be completed and submitted to the AIEMS department at the end of all ISLHD building and facilities services projects, excluding projects that are managed by Health Infrastructure (HI) to indicate that a handover has taken place. It is a record of the project which has been completed including project details, photos and a checklist to assist with the inspection of the quality of the work, identification of any safety concerns, ensuring that staff have been trained and ensuring that all relevant compliance documentation are supplied.
Definitions	<p>AIEMS: Assets, Infrastructure, Engineering and Maintenance Services</p> <p>Building and facilities services projects: Any building and building services related projects, building works or equipment installation that impacts the building structure or facilities services (example mechanical, electrical, hydraulic, fire, lifts) that are not managed by Health Infrastructure and are capital approved.</p>
What it is not	This form does not replace the need to lodge an IMS+ should any hazards be identified during the handover.
Who it applies to	All ISLHD employees responsible for managing any building or facilities services projects or their delegate.
What to do	<p>ISLHD employee responsible for managing a project will complete the form in consultation with other relevant key stakeholders and subject matter experts.</p> <p>The Project Manager will make sure that all applicable sections of the form are completed and adequately address all issues identified.</p> <p>If any action items are recorded, then these items are tracked and closed out as soon as possible.</p> <p>Once all information is completed, the form is to be signed and an electronic copy of the form is to be:</p> <ul style="list-style-type: none"> - Trimmed in HPE Content Manager container IS/1579 and - Emailed to ISLHD-AssetManagement@health.nsw.gov.au

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When to use it	At the completion of all ISLHD building and facilities services projects, excluding those managed by Health Infrastructure.
How to use it	Locate the template on the ISLHD Intranet 'Forms and Templates' page. Complete all applicable sections of the form electronically (not handwritten.)
Why the rule is necessary	To confirm & record that a handover has taken place at the completion of building and facilities services projects and that a thorough inspection has taken place to verify the project deliverables have been completed to an adequate standard, that the affected project areas are handed over in a safe condition, any WHS hazards have been identified and an action plan is in place to close out any outstanding items.
Who is responsible	All ISLHD employees who are responsible for Managing any Building and facilities services projects.
Reference	DT20/111236 - AIEMS Project Completion Report

I, *Steven Gonchee, Manager Assets Reporting and Standards of Illawarra Shoalhaven Local Health District* attest that this business rule is not in contravention of any legislation, industrial award or policy directive.

Revision & Approval History

Date	Revision No.	Author and Approval / Date
June 2021	0	Author: Manager Assets Reporting and Standards
		Approval/Date: Corporate Policy Recommendation committee/ May 2021 Approval/Date: Executive Director Infrastructure Development/ June 2021

Appendix 1:

Author: K Flinn	Template ID: DT20/111236
Approved By: D/AIEMS	Version: 1.2
Modified: 18 March 2021	Status: Active

AIEMS Project Completion Report

Refer to ISLHD CORP BR 09

Report Number: AIEMS-PCR-_____
(refer AIEMS Next Number Register)

Projects Details			
Project Name	Click or tap here to enter text.		
Property Location	Click or tap here to enter text.	Building	Click or tap here to enter text.
Floor	Click or tap here to enter text.	Space	Click or tap here to enter text.
Date Commenced	Click or tap to enter a date.	Date Completed	Click or tap to enter a date.

Financial	
Original Budget	Click or tap here to enter text.
Final Cost	Click or tap here to enter text.

Scope
Click or tap here to enter text.

Description of Works Completed/Equipment Received
Click or tap here to enter text.

Photos
<div style="display: flex; justify-content: space-around;"> <div style="width: 45%; height: 100%; background-color: #e0f0ff;"></div> <div style="width: 45%; height: 100%; background-color: #e0f0ff;"></div> </div>



Comments

Click or tap here to enter comments.

Handover Checklist

Handover date:	Click or tap to enter a date.	
Contractor staff in attendance:	Click or tap here to enter names.	
ISLHD staff in attendance: (Must be Maintenance Manager or AIEMS rep. and relevant trade staff member)	Click or tap here to enter names.	
Handover documents issued?	<input type="checkbox"/>	Click or tap here to enter type of document including operations and maintenance manuals.
Compliance certificates issued?	<input type="checkbox"/>	Click or tap here to enter text.
WHS inspection conducted?	<input type="checkbox"/>	Click or tap here to enter text.
WHS Hazards Identified: e.g. rubbish left onsite, chemicals left onsite, power cables not removed etc.		
1. Click or tap here to enter text.		
2. Click or tap here to enter text.		
3. Click or tap here to enter text.		
4. Click or tap here to enter text.		
Controls to be Put in Place:	Due Date	Person Responsible
1. Click or tap here to enter text.		
2. Click or tap here to enter text.		
3. Click or tap here to enter text.		
4. Click or tap here to enter text.		
Training Conducted: (E.g. Training on how to use new plant/equipment, system requirements etc.)		
Date		
Type		
Who attended		
Has an asset register been completed?	<input type="checkbox"/>	Click or tap here to enter text.
Have you completed the AFM Asset Adjustment Form?	<input type="checkbox"/>	Click or tap here to enter text.

Submission

Name	Click or tap here to enter text.	Contact Number	Click or tap here to enter text.
Position	Click or tap here to enter text.		
Signature		Date	

Document to be trimmed once completed for future reference in IS/1579