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Document number: ECRI-PE-012 (DESC)	Management of Handover/Turnover Document Deliverables	Page 1 of 1
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Purpose: To discuss the risks to the project due to poor management of contractual 'Document Deliverables'

Introduction: Preparation of those documents that are 'Deliverables' or 'Turnover Documents' such as Operations and Maintenance Manuals, Test Dossiers, As-Built Drawings/3D Model etc. as defined in the Contract, is a key project activity which if poorly managed can frustrate the Client and result in delays risking project completion and project acceptance. Often EPC contractors do not give this task enough attention and it must be remembered that from the Clients perspective the documents required to test, commission, operate and maintain the plant/project safely can be regarded just as important as the delivery of the plant/project itself.

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