This index provides the basic index of the ITO-OTR Transfer Package. These materials must be included and are considered Quality Control Documents, in support of the ITO-OTR Handover for all Orders from the ITO Phase to the OTR phase.

The following form must be completed and verified that the appropriate documents have been completed, assembled and delivered to OTR when required. .. refer the parent document.

**Transfer Package Index Form**

|  |  |  |
| --- | --- | --- |
| Deal Desk Handover - Transfer Package Index | | |
| **Document Name / Subject Area** | **YES** | **N/A** |
| **Overview Breakdown printout from the ITO Costing/Pricing Tool** *(with all accompanying risks and summary pages)* |  |  |
| **Final submitted version of the Tender/ Proposal submission** *(Bid to Win Approved Version with final updates since original proposal submission)* |  |  |
| **Clarification/Exception Logs** *(Completely updated through completion of Bid to Win)* |  |  |
| **Customer Contract / Purchase Order (PO) or Letter of Intent (LOI)** |  |  |
| **Final Cost Breakdown Model (FCM)** *(balancing with final commercial position to client (and associated cash curve)* |  |  |
| **Commercial Risk Register** |  |  |
| **Technical Risk Register** |  |  |
| **Export Control checklist** *(if specific Export Control Risks have been identified)* |  |  |
| **Quality Plan/Integrated Test Plan (ITP)** |  |  |
| **Final Design Spec** *(as currently identified - if not easily interpreted via Proposal Copy & Clarification/ Exception Log)* |  |  |
| **Layout (P&IDs)** *(if not included in Proposal Copy)* |  |  |
| **Copies of any associated Engineering Field Development and Specification Studies undertaken pre-bid** |  |  |
| **Scope of Supply** *(to include quantities, customer purchased and T&A tooling, if not easily interpreted via Proposal Copy, Clarification/Exception Log and Final FCM, and with any critical sourcing risks & restrictions clearly identified)* |  |  |
| **Free Issue/CPI Register** |  |  |
| **Project Execution Plans and CTRs** *(including Project Management, Engineering and Manufacturing)* |  |  |