

3 COMPLETION AND FINAL CLEARANCE CERTIFICATE

3.1 General

When the utility or road works of any development are completed, the contractor shall notify the SAUP for an inspection of the completed works before handing them over to the respective SAUP. Generally, this process is associated with the issuance of a Clearance Certificate (CC), in which the CC is granted when the relevant SAUP has cleared and accepted the completion of utility works and confirms the works being completed as per their standards. Furthermore, if the utilities and road works have been carried out within the ROW associated with the main roads, the contractor proceeds to DoT once the CC has been received. The DoT then issues the Final Clearance Certificate (FCC) to the contractor relieving the contractor from all obligations related to works completed. In this chapter, the details related to the requirements and procedures for obtaining CC and FCC from respective SAUP are presented.

3.2 Final Clearance Certificate

A Final Clearance Certificate (FCC) relieves contractors of all obligations for works completed within the ROW. The FCC will only be issued after all the re-instatement has been satisfactorily completed and required test results and as built drawings have been approved and submitted for record to DoT by the contractor.

As per the DoT procedure, the applicants (contractors) are required to provide the following to receive a FCC:

1. Letter from respective Authority stating that the contractor has completed the work,
2. a letter from the DoT Finance Department stating that the applicant does not have any outstanding balance with the DoT,
3. a Post Site Photographic record at the conclusion of construction works, and
4. the Snag List.

The MRD is responsible for approving the FCC, which will then be issued online by the ROW section. However, the completion certificates for other SAUP will be required by ROW section.

3.3 Site Inspection of Completed Reinstatement Works

Upon notification by the contractor, the SAUP representative/engineer will inspect the completed works to check if the works were done in accordance with approved plan and whether they meet the material and workmanship specification of the SAUP. A CC will be issued to the contractor when:

1. the utility and/or roads works are carried out according to the approved plan and have met the material and workmanship specification of the SAUP, and
2. relevant documents as stipulated in section 3.5 are duly submitted and accepted by the authorities (i.e. DoT in case of main roads and ADM Town Planning in case of urban streets).