



Punch List Management Procedure

Rail Commissioner

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1. Introduction

The Department for Infrastructure and Transport (The Department) manages and operates the Adelaide Metropolitan Passenger Railway Network (AMPRN) under the Rail Accreditation assigned to The Rail Commissioner (RCom).

Rail Safety National Law (RSNL) (South Australia) Act 2012 requires RCom to have a structured and disciplined approach to management of the asset lifecycle.

2. Purpose

This procedure defines the preparation and management requirements for RCom Punch Lists and describes the process that must be followed to close out outstanding items up to, and post-handover.

3. Scope

A Punch List is a list containing details of outstanding action items, incomplete works, deficiencies in quality or process, failure to deliver documents for a project. It also identifies those items that must be completed prior to handover. It details incomplete works, outstanding action items or process deficiencies raised during the design, construction, inspection, testing and commissioning of works for a project. It also serves to record any decisions that allow outstanding items to be safely carried over and completed in the immediate post-handover period.

This procedure is applicable to all RCom rail projects.

4. Supporting information

4.1. Acronyms

ACRONYM	EXPANDED ACRONYMS
AMPRN	Adelaide Metropolitan Passenger Rail Network
NCR	Non-Conformance Report
ONRSR	Office of the National Rail Safety Regulator
PLR	Punch List Review
RCom	The Rail Commissioner
RSNL	Rail Safety National Law

4.2. Definitions

TERM	DEFINITION
Punch List	A list containing details of outstanding action items, incomplete works, deficiencies in quality or process, failure to deliver documents etc. for a project. The list also identifies Rectifiers for those items, planned remediation dates and the classification of the items. The Punch List may include defects which have the potential to impact on handover for public transport operations.
Defects List	A list of defects, damage, faults or breakages for a project. These are usually physical in nature and do not include deficiencies in process or failure to deliver documents etc. The Defects List commences at the start of construction and should conclude at the end of the Defects Liability Period.
Identifiers	Project stakeholders proposing Punch List items
The Department	Department for Infrastructure and Transport
Contractor	Entity contracted by RCom for a contract
Rectifiers	Project stakeholders responsible for addressing and remedying Punch List items

4.3. Related documents

DOCUMENT NAME	DOCUMENT NUMBER
Asset Management Technical Data Requirements Specification.	PTS-MS-05-AM-PRS-00000091

4.4. Referenced documents

DOCUMENT NAME
Rail Safety National Law (South Australia) Act 2012

5. Roles and responsibilities

5.1. Project Manager/ Person Responsible for the Work

The Project Manager/Person Responsible for the Work must:

- Specify content for the Punch List
- Ensure the Contractor establishes a Punch List in accordance with RCom requirements
- Ensure the Contractor appoints a Punch List Administrator responsible for managing the Punch List
- Review the Punch List Items requested by Identifiers and forward to the Punch List Administrator for inclusion on the Punch List

5.2. Contractor

The Contractor must:

- Implement and maintain the Punch List
- Appointment a Punch List Administrator
- Address all Punch List items and rectify by agreed target dates
- Hold regular Punch List Review (PLR) meetings during the final phases of each portion of work including handover

5.2.1. Punch List Administrator

The Punch List Administrator must:

- Manage the Punch List
- Update the Punch List on a regular basis using information provided by Identifiers, the Project Manager and Rectifiers
- Generate Punch List reports as required

5.3. Punch List item Identifier

All Identifiers must:

- Ensure that all incomplete works or outstanding action items are identified and documented.
- Ensure all identified Punch List items are raised at the PLR meeting or forwarded to the Project Manager for review and inclusion in the Punch List.

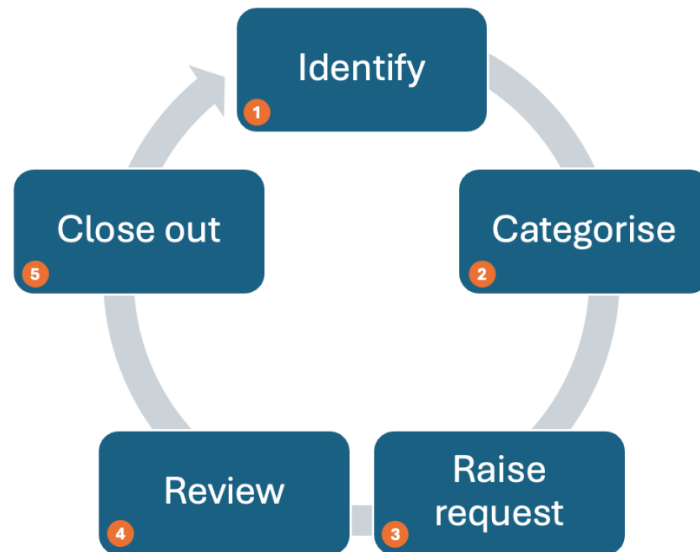
5.4. Punch List item Rectifier

All Rectifiers must:

- Address and close out Punch List items assigned to them.
- Advise the Punch List Administrator of the rectification and close out of the Punch List item for Punch List items assigned to them.

6. Punch List Management

The Punch List Management procedure has 5 steps. The following five sections describe specifically what must happen in each step.



6.1. Punch List management procedure

6.1.1. Identify items

The Punch List is progressively generated and includes but is not limited to:

- a) Incomplete installation or work that requires rectification
- b) Pending modifications for field changes
- c) Temporary alterations or devices
- d) Missing documents or certificates
- e) Temporary labelling
- f) Deficiencies in quality or process

Punch List items may be identified from the following sources can include but not be limited to:

- g) Test data sheets
- h) Test logs
- i) Site inspection reports
- j) Outstanding site queries
- k) Open Non-Conformance Reports (NCRs)
- l) Corrective action requests
- m) Observation reports
- n) Surveillance visits
- o) Audit findings and recommendations
- p) Event logs

6.1.2. Categorise items

Items on the Punch List must be categorised as follows:

- Category A - Items that are of a safety critical nature and will prevent final handover; or, for a staged testing and commissioning, prevent the next portion of work from proceeding.
- Category B - Items that can be closed out during the next portion of work of a multiple commissioning sequence but must be closed out prior to final handover.
- Category C - Items that can be closed out after final handover. Note: Category C items shall be still acted on and closed out.

6.1.3. Raise item requests

The Identifier must either raise items at PLR meetings or forward identified Punch List items to the Project Manager for review and forward the request to the Punch List Administrator for inclusion in the Punch List.

Table 1 describes the details that must be included in a request for addition of a Punch List item to the Punch List:

Table 1 Details required in a Punch List item request

GROUPING	INPUT	INPUT DESCRIPTION
Punch List Details	Project Title	The project for which the Punch List has been developed
	Project Manager	The RCom person responsible for the project
	Raised by	The name and position of the Identifier/Stakeholder identifying and raising the Punch List item
	Date	The date the Punch List item was identified
Description	Description	A description of the Punch List item including any reference documentation
Category		Assigned category A, B, C (see section 6.1.2)
Location Details	Location Name	The location of the Punch List item i.e. station, level crossing, pole etc.
	Start km	Actual start kilometrage of the Punch List item
	End km	Actual end kilometrage of the Punch List item. This can be the same as the start kilometrage for point assets such as a bridge, location case etc.
Item Details	Work Discipline	Track/Civil/Signalling/OHW etc.
	NCR/ Observation Reference	Reference of any NCR or observation identified through audit.
	Cause	Likely cause of the outstanding item.
	Supplier/ sub-contractor/ Manufacturer	Name of Supplier/ sub-contractor/ manufacturer.
Target Date	Target date for rectification	Initially will be an estimated date for rectification. Date will be reviewed and updated as needed by agreement at the next review meeting.

The Punch List Administrator must record all items in the Punch List and generate reports to detail status and progress as and when required.

6.1.4. Review items

PLR meetings must be held at regular intervals. The minimum quorum must include representation from the Project team, the Contractor and RCom.

The PLR meeting must review Punch List items relating to the handover of upcoming portions of work or for final handover. This report must be updated by the review team and agreed to at the conclusion of the meeting by all attendees.

All Category A items relating to that portion of work must be closed. If this is not possible handover must be re-scheduled until all Category A items have been closed out.

6.1.5. Close-out items

The responsible person/team is assigned as the Rectifier and shall carry out rectifications in line with agreed target dates. Any time constraints related to the close-out of each of these items must be indicated according to the defined categorisation A, B or C.

When outstanding items are rectified, the Rectifier must advise the Identifier, Punch List Administrator and Project Manager for acceptance prior to close out.

6.2. Punch List data entry fields

The Punch List data entry fields must be specified by the Project Manager and at minimum, must contain the following column headings:

- Identifier (raised by whom)
- Date raised/identified
- Description
- Category (A, B, C)
- Site Location (including start and end kilometrage)
- Cause
- Rectifier
- Target Date
- Closed by
- Date Closed
- Current status
- Additional Comments

The Punch List Administrator must provide assurance to the Project Manager that Punch List items are being monitored and managed.

The final Punch List must be presented as an Excel spreadsheet in accordance with *Asset Management Technical Data Requirements Specification PTS-MS-05-AM-PRS-00000091*.