consultant CERTIFICATION & Stakeholder approval

The below template (or equivalent written documentation) must be used to record approval of stakeholders at specified intervals throughout the project. Approval must be granted prior to proceeding to the next phase of the project. In the case of post construction documentation approval must be granted prior to the approval of payment of the final consultants invoice.   
Refer to UoA Design Standards Volume A- Project Process Checklist and Volume K- Documentation at the following link for further information: [*https://www.adelaide.edu.au/infrastructure/projects/info/*](https://www.adelaide.edu.au/infrastructure/projects/info/)

NOTE: Stakeholders may include; end-users, UoA Technical Staff, Local/State/Federal Government Agencies, Authority Representatives (eg SAMFS), Neighbouring occupants, Campus partners, External building owner, Campus/Building Manager; Facilities Management, Information Technology & Digital Services (communications and AV, end-user technical representative), HSW Representative from Infrastructure and Faculty/Department, Animal Ethics Committee.

PROJECT DETAILS

|  |  |  |
| --- | --- | --- |
| **UoA Project Number: Project No.** | | |
| **Project Name: Project Name** | | |
| **Campus:** Select Campus | **Building:** Building Name & No. | **Location:** Level & Room No. |
| **Project Delivery Phase/Purpose of Issue** *(refer UoA Vol A Project Delivery Checklist for phase names)*  Insert: e.g. Contract Documentation 50% Complete / Mandatory Milestone Checkpoint | | |
| **Schedule of Certified Documentation / Revision Details** *(or reference to Aconex Transmittal)*   * List e.g. 1234- A- NT21- GN12- WD01 – Floor Plan- Rev D- 08/10/2018- Contract Documentation 50% Complete- for approval | | |

STAKEHOLDER APPROVAL

|  |  |  |
| --- | --- | --- |
| **Statement of Approval**  The documentation listed above reflects discussions to date with clarifications/comments follows. | | |
| **Comments**  Insert comments | | |
| **Stakeholder**  UoA Stakeholders may be:   * UoA Technical Staff (ITDS, Facilities Management, SBI Data Staff, CPD peer-reviewer etc) * End-Users * Other | | |
| Name: Name | Position Title: Position/Faculty/School | |
| **Stakeholder Signature:** | | **Date:** Select Date |