Contract close-out checklist template

Please complete checklist where required. Not all checklist items will apply to all contracts.

|  |  |
| --- | --- |
| 1. **Contract details** | |
| **Contract name/ID #** | *Insert contract name or ID number* |
| **Supplier name** | *Insert supplier name* |
| **Contract summary** | *Brief description of the goods/services covered by the contract* |
| **Contract term** | *Commencement date:*  *Expiry / Completion date:* |
| **Contract owner** | *Insert name, position* |
| **Contract manager** | *Insert name, position* |

| 1. **Close-out activities** | |
| --- | --- |
| **Activity** | **Completed  Yes/ No/ N/A** |
| **Operational close-out activities** |  |
| All access cards have been returned |  |
| Completion of work/services and payment (inclusive of invoices) has been achieved in accordance with the contract |  |
| Handover/acceptance certificate has been issued |  |
| **Performance close-out activities** |  |
| Key performance indicator documentation has been updated and finalised |  |
| Post contract performance report prepared and approved |  |
| Feedback between customer and supplier on contract performance and relationship has been provided |  |
| **Compliance close-out activities** |  |
| Close-out quality assurance and control review process has been conducted with the supplier and all remedial actions taken |  |
| Compliance with contractual terms, quality assurance and product standards has been confirmed |  |
| All defects and non-conformances have been rectified (Defect Correction Plan completed) |  |
| **Commercial close-out activities** |  |
| Confirmed all obligations have been fulfilled |  |
| Final completion certificate issued |  |
| Documented close-out of all claims (insurance, warranties, guarantees) |  |
| Retention monies are considered and, where appropriate, released |  |
| Performance securities (e.g. insurances, bank guarantees and warranties) are still valid and indicate date for termination/release |  |
| Final account statement has been agreed and closed (including invoice payment) |  |
| **Relationship close-out activities** |  |
| Communication plan had been agreed and implemented |  |
| Supplier, key users/stakeholders/security are informed about termination or contract expiry |  |
| Provide feedback to category manager |  |
| **Administration close-out activities** |  |
| Lessons learned session has been conducted |  |
| Contracts and relevant documents have been completed and archived. Contract management systems updated to record contract status |  |

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| 1. **Close-out activities** |
| **Additional notes / comments** |

|  |  |  |
| --- | --- | --- |
| 1. **Approvals** | | |
| ***Prepared by:***  *Name, Position* | ***Signature:*** | ***Date:*** |
| ***Approved by:***  *Name, Position* | ***Signature:*** | ***Date:*** |

***Contract close-out checklist template***

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| **Version** | **Date** | **Comments** |
| v1.1 | July 2019 | Published |
| v1.2 | June 2025 | Minor updates made – highlights:   * DHPW corporate branding * Version change log, ‘Contact us’, ‘Disclaimer’ and ‘Administration’ sections added |

**The State of Queensland (Department of Housing and Public Works) 2025**

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**Contact us**

We are committed to continuous improvement. If you have any suggestions about how we can improve this document, or if you have any questions, contact us at [betterprocurement@epw.qld.gov.au](mailto:betterprocurement@epw.qld.gov.au).

**Disclaimer**

This document is intended as a guide only for the internal use and benefit of government agencies. It may not be relied on by any other party. It should be read in conjunction with the Queensland Procurement Policy, your agency’s procurement policies and procedures, and any other relevant documents.

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**Administration**

Version 1.2 of this document replaces all previous versions of this document and takes effect immediately.