Contract close-out checklist template

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

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| 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**
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| **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**
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| **Additional notes / comments** |

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| 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
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**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.

**Disclaimer**

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**Administration**

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