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U.S. Department
of Transportation
**Federal Aviation
Administration**

Memorandum

Subject: ACTION: Western-Pacific Regional Policy
Guidance No. 2 - Physical Completion

Date: NOV 3 1995

From: Manager, Airports Division, AWP-600

Reply to
Attn. of: Brian:
X3618

To: All Division Employees

Attached is Western-Pacific Regional Policy Guidance No. 2. This procedure is designed to facilitate project closures by clarifying individual responsibilities and by providing flexibility in the handling of final inspections, as-built drawings, and final payment requests.

Order WP-5100.2B, As-Built Drawings, Dated January 1, 1990, is hereby canceled.

If you have any comments, question or recommendations please contact Robert C. Bloom via CC: Mail or at X3610.

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Herman C. Bliss

Attachment
WP Regional Policy Guidance 2

WESTERN-PACIFIC REGIONAL POLICY GUIDANCE NO. 2 PHYSICAL COMPLETION

1. **PURPOSE:** This procedure establishes responsibilities and guidelines for determining when an Airport Improvement Program grant project is physically complete and ready for financial closure. It is the result of a review, consolidation, and streamlining effort initiated by the Airports Division Manager.
2. **DISTRIBUTION:** This procedure is distributed to all employees in the Airports Division and Airports District Offices.
3. **CANCELLATION:** Order WP 5100.213, As-Built Drawings, dated January 1, 1990, is canceled.
4. **PHYSICAL COMPLETION.** The following guidance is provided to aid the Project Engineer or Planner in determining that a project is physically complete. The Final Project Report & Grant Review (See WP Policy No. 1 10/23/95) contains several determinations that must be made prior to project close-out. Project Engineers and Planners must consider these determinations carefully prior to recommending that the project be financially closed.
5. **PLANNING PROJECTS.** Projects in this category include; capacity planning, system planning, airport master planning, feasibility studies, FAR Part 150 noise compatibility studies, environmental assessments and environmental impact statements. Planning projects are to be considered complete upon FAA review and acceptance of the final report produced under the planning grant. Acceptance does not require the FAA to agree with the conclusions or recommendations in the plan.
6. **DEVELOPMENT PROJECTS.**
 - a. **Land Acquisition:** Land acquisition projects are to be considered complete upon FAA review and acceptance of title evidence which confirms satisfactory completion of all elements and conditions of the grant for all parcels included in the grant description.
 - b. **Equipment Acquisition:** FAA Final Inspections are to be conducted at the discretion of the Project Engineer and the Project Engineer's supervisor. For those projects not FAA inspected, the Sponsor Certification of Final Acceptance and Closeout (Appendix 1) shall constitute sufficient verification that the subject equipment has been delivered, installed, and tested in accordance with the FAA approved plans and specifications and the project is ready for financial closure.
 - c. **Construction and Noise Mitigation Projects:** Construction and noise mitigation projects are to be considered complete upon FAA review and acceptance of the Sponsor Certification of Final Acceptance and Closeout (Appendix 1) or upon acceptance following a FAA final inspection.
7. **FINAL INSPECTIONS:** FAA final inspections are to be conducted at the discretion of the Project Engineer and the Project Engineer's supervisor. Generally, inspections should be conducted for all airfield projects (i.e., pavement, lighting, signs, etc.) Non-airfield projects (i.e. noise mitigation, terminal construction, etc.) do not necessarily require a FAA final inspection. For those projects not FAA inspected or for those to be inspected subsequent to project close-out, the Sponsor Certification of Final Acceptance and Closeout (Appendix 1) shall constitute sufficient verification that the project work is physically complete and ready for financial closure.
8. **AS-BUILT DRAWINGS.** The Sponsor Certification of Final Acceptance and Closeout (Appendix 1) includes a certification that the sponsor has obtained as-built-drawings for the project and that as-built drawings will be provided to the FAA upon request. FAA receipt of the as-built drawings is not required prior to proceeding with the financial closure process.

SPONSOR CERTIFICATION OF FINAL ACCEPTANCE AND CLOSE-OUT

Sponsor's Name

Airport

Project Number

Project Description:

Section 509(d) of the Airport and Airway Improvement Act of 1982, as amended (herein called the Act), authorizes the Secretary to require certification from sponsors that they will comply with statutory and administrative requirements. If the item is not applicable to this project, mark the item "N/A". General requirements for final acceptance and close-outs of Federally funded construction projects are in 49 CFR 18.50. The sponsor shall determine that project costs are accurate and proper in accordance with specific requirements of the Grant Agreement and contract documents.

1. The personnel engaged in project administration, engineering, supervision, and construction inspection and testing were qualified and competent to perform the work.

Yes No N/A

2. Daily construction records have been kept by the resident engineer/construction inspector. These records document work in progress, quality and quantity of materials delivered, test locations and results, instructions provided the contractor, weather, equipment use, labor requirements, safety problems, and changes required.

Yes No N/A

3. Weekly payroll records and statements of compliance have been submitted by the prime contractor and reviewed by the sponsor for Federal labor and civil rights requirements (Advisory Circulars 150/5100-6 and 150/5100-15).

Yes No N/A

4. Complaints regarding the mandated Federal provisions set forth in the contract documents have been submitted to FAA for resolution..

Yes No N/A

5. All tests specified in the plans and specifications were performed, documented, and the materials determined to be acceptable. A summary of test results is available to FAA.

Yes No N/A

6. For any test results outside allowable tolerances, appropriate corrective actions have been taken.

Yes No N/A