

WORK INSTRUCTION

WEC -08

HAND-OVER

No.	Step	who	Document used/ stamps/ Database	Type of control/ verification
1-38	Meeting with Engineering Operational Manager to define the Project Engineer responsible for the contract	administrator		To be read in connection with WEC-06 Work instruction for Estimating and Quotation
2-39	Change the name booked on the order system to the new responsible Project Engineer	administrator	Order database	To be read in connection with WEC-06 Work instruction for Estimating and Quotation
3-40	Print out the Contract Review sheet and attach into the contract file hard copy	administrator	Contract File/ Contract Review sheet	To be read in connection with WEC-06 Work instruction for Estimating and Quotation
4	Review the file to be handed-over to the Project Engineer. Two packs to be handed over: 1 – Reference Quotation 2 – Initial Details	Estimator	Reference quotation file	Separate the initial quote details from the reference quote file
5	The estimator will have a start-up meeting with the responsible Project Engineer for review	Estimator PE	Customer order Drawings Customer specification Break-down sheet from quotation	
note	Any amendment received after hand-over from the customer by email to the administrator – to be forwarded to the responsible Project Engineer	Administrator PE	email	
note	In case of an amendment on revision a comment shall be input in the note box on the contract	Administrator PE	Order database/ note box	



