

	A	B	C	D	E	F	G	H
1	FINANCIAL CLOSE - QC PROCESS	Responsibilities :						
2		Finalisation (based on Schedule status doc 20.3.08)	Main QC Review	Secondary QC Review(s)				Full DLA QC review
3								
4								
5	Documents							
6								
7	Infraco Contract Suite :							
8								
9	Infraco contract	GG / DLA	SB	DM	JM	SMcG		√
10	TSA	AR / DLA	SB	SMcG	DM	BC		√
11	TMA	AR / DLA	BC	SMcG				√
12	TSA Novation Agreement	AR / DLA	n/a					√
13	TMA Novation Agreement	AR / DLA	n/a					√
14	CEC guarantee	DLA / CEC	SMcG					√
15	SDS Novation Agreement	JM / DLA	SB	DS				√
16								
17								
18	<i>Principal schedules (in addition to above) -</i>							
19	Definitions	GG / DLA	SB	DM	JM	SMcG	AR	√
20	Employer's Requirements (Sch 2)	MC	SB	JM	DM	GG	AR	√
21	Pricing (Sch 4)	GG / BD / DM	SMcG	SB				√
22	Milestone payments (Sch 5)	DM / ES	SMcG					√
23	Maintenance pricing / payment (Sch 6/7)	AR	BC	SMcG				√
24	Security package (Sch 9)	DLA	SMcG	GG				√
25	DRP (Sch 10/11)	DLA	SB	DM				√
26	Insurances (Sch 12)	DLA	MH	SC				√
27	TPAs (Sch 14)	DLA	SC	SB	AS			√
28	Design management (Sch 15)	DS	SB	SC				√
29	Programme (Sch 16)	TH	SB	SC				√
30	Tramco spare parts (Sch 26)	AR	BC	SMcG				√
31	tie obligations (Sch 27)	GG	SB	SC				√
32	Infraco Proposal (Sch 31)	MC	SB	JM	DM	GG	AR	√
33	Building Fixing Agreement (Sch 34)	BD	SB	AS				√
34	Tram Inspector Agreement (Sch 35)	AR	BC					√

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4								
5	Documents							
35	Reporting Period end-dates (Sch 36)							
36	Phase 1B (Sch 38)	GG	SB	DM	SMcG		√	
37	TSA obligations (Sch 40)	AR	BC	SMcG			√	
38	Environmental / H&S KPIs	SB	TC				√	
39	Ground condition information (Sch 42)	SB	GG				√	
40	Utilities information (Sch 43)	SB	GG				√	
41								
42								
43	Close Report :							
44								
45	Introduction	GB	SB			CEC		
46	Infraco Contract Suite	GB	SB			CEC		
47	Grant award letter	Complete	Complete					
48	Procurement risk	GB	SB			CEC		
49	Third Party Agreements	AS/SC	GB	DS		CEC		
50	Land Acquisition Agreements	AS	GB			CEC		
51	Governance & corporate matters	Complete	Complete					
52	Risk assessment - in-process & provisional matters	SMcG	SC	MH		CEC		
53	Readiness for construction	SB	JM	SC		CEC		
54	Specific confirmations	GB	SMcG			CEC		
55	App 1 - Design management	SC	SB	DS		CEC		
56	App 2 - Infraco / Tramco pricing and project budget	SMcG	SB	DM		CEC		
57	App 3 - Governance & Delegations	Complete	n/a					
58	App 4 - tie / CEC Operating Agreement	Complete	n/a					
59	App 5 - TEL / CEC Operating Agreement	Complete	n/a					
60								
61	Note on ERs	GB	SB			CEC		
62	Note on QRA alignment with DLA matrix	GB / SMcG	SB	SC		CEC		
63								

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3								
4								
5	Documents							
64	DLA Report							
65								
66	Letter from DLA	DLA	GB			CEC	√	
67	Infraco summary including Council guarantee	DLA	SB	DM		CEC	√	
68	Procurement risk	GB	SB	MC	JM	CEC	√	
69	Risk matrix	DLA	SMcG	SC		CEC	√	
70								
71	Other key documents :							
72								
73	Grant funding letter	Complete	n/a					
74	Operating Agreement - tie / CEC	Complete	n/a					
75	Operating Agreement - TEL / CEC	Complete	n/a					
76								
77	Third Party Agreements :							
78								
79	BAA license / lease	Complete	SC	DS			√	
80	Station change	Complete	SC	DS			√	
81	Depot change	Complete	SC	DS			√	
82	NR APA	Complete	SC	DS			√	
83	NR Framework agreement and sub agreements	AS	SC	DS			√	
84	Forth Ports	SC	GB	DS			√	
85	SRU	SC	GB	DS			√	
86	License - West Craigs	AS	SC	DS			√	
87	License - Gyle	AS	SC	DS			√	
88								
89								
90	tie and TEL Parties :							
91								
92	Alastair Richards	AR						

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3								
4								
5	Documents							
93	Alasdair Sim	AS						
94	Bill Campbell	BC						
95	Bob Dawson	BD						
96	Dennis Murray	DM						
97	Damian Sharp	DS						
98	Eric Smith	ES						
99	Graeme Bissett	GB						
100	Geoff Gilbert	GG						
101	Jim McEwan	JM						
102	Matthew Crosse	MC						
103	Mark Hamill	MH						
104	Steven Bell	SB						
105	Susan Clark	SC						
106	Stewart McGarrity	SMcg						
107	Tom Condie	TC						
108	Tom Hickman	TH						
109								