

The purpose of this document is to provide proponents with a guide for the preparation of a Project Progress Report. Progress Reports (including all documents and attachments) are to be submitted in accordance with the Stage 5 Construction Phase outlined in the Port Development Guidelines. Any Progress Report prepared by a contractor or sub-contractor on the proponent’s behalf, is to be reviewed and approved by the proponent before submission to Pilbara Ports.

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Introduction
<p>This document provides proponents with a guide for the preparation of a Progress Report, and provides general information on the format and content of a Progress Report that is acceptable to Pilbara Ports.</p> <p>Pilbara Ports requires that Progress Reports are submitted on a monthly basis during the construction phase of the project, unless required otherwise by Pilbara Ports.</p> <p>Proponents send the Progress Report and supporting documents via the Aconex Project, using Aconex Mail.</p>

1. DOCUMENT CONTROL AND AUTHORISATION

The front cover of the Progress Report should include document control details in accordance with the organisation's internal control procedures, to ensure that approved documentation can be clearly identified. As a minimum, information relating to the person who prepared the Progress Report and their accreditation details, along with sign-off details to be included.

2. PROJECT ACTIVITIES

2.1 Project activities over the reporting period

Provide an update on the key project activities carried out over the reporting period.

2.2 Planned activities over the next reporting period

Provide details of the key project activities planned to be undertaken over the next reporting period.

3. MILESTONES

3.1 Milestones achieved during the reporting period

Provide details of any milestones achieved during the reporting period.

3.2 Milestones expected over the next reporting period

Provide details of any milestones expected to be achieved over the next reporting period.

4. CONSTRUCTION SCHEDULE

Provide a detailed construction schedule for the next reporting period, nominating hold and witness points; and provide a high-level construction schedule for future reporting periods, highlighting any variations to the baseline / proposed timeframes.

5. COMPLIANCE WITH PILBARA PORTS' DEVELOPMENT AND CONSTRUCTION CONDITIONS

Provide an update on compliance with development conditions and any construction conditions on the Decision Notice. Document any deviations from the development approval and / or construction approval, and describe the potential impact on the project.

6. WORK HEALTH AND SAFETY

Provide a summary of any incidents and / or injuries during the reporting period. Separate work health and safety reports are to be submitted directly to Pilbara Ports for construction on Pilbara Ports sites (i.e. Utah, East Harbour, Lumsden) via email to: PPAHealth&Safety@pilbaraports.com.au with a copy attached to the Progress Report, refer Pilbara Ports' 'Monthly OHS Report' Form located on our website.

7. ISSUES

Provide information on any issues and / or significant variations e.g. contractors and scope of work. Please attach an updated Risk Register.

8. NON-CONFORMANCES

Provide details of any non-conformance arising from ITP reports, environmental audit reports, safety audit reports and the like; and the actions taken to address any non-conformances.

9. VARIATIONS

Provide details of any variations to the scope of works and the current status (e.g. under review, approved or rejected). Please attach the Variation Register.

10. PHOTOGRAPHIC RECORD

Provide a copy of progress photos taken during the reporting period. Mail copies of the photos via Aconex Mail.

11. DOCUMENT OWNER

The Developments Manager has overall responsibility for this Guide.