

*Please note: To view examples by Form initiator, select the expand/collapse icon.
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Certificate of Insurance (COI): Documentation of proof of insurance of EPC Contractors working on the project. Documents are monitored for expiration to keep them up to date on projects.

Change Orders: Internal End Users Only: A written agreement between Invenergy and parties documenting a change to the original scope of work and/or price deviation from the original executed contract. Invenergy leverages this form solely to facilitate the final approval and signature of any changes made to the original contract. To create a CO, it is required to tie to a Contract form already within the project. The form can provide high level change narrative insight capturing original Contract value and any subsequent changes that affect contract value, scope, and/or schedule.

CM Weekly Reports: Internal End Users Only: Form utilized by construction management documentation of weekly on-site activities, site conditions, incidents (not safety incidents), KPIs, and more.

Completion Certs: Contractor: Certificates provided by the Contractor to Invenergy that verify compliance with the completion requirements specified in the EPC Contract.

Contract Exhibits: Form that holds the exhibits and their associated attachments currently only relate to a BOP or BOS contract.

Contracts: Internal End Users Only: Form used to facilitate the final approval and signature of contracts including but not limited to EPC Contracts, Master Framework Agreements, Master Service Agreement, Supply Agreements, Service Orders, LNTP, and NTP.

Design Review Comments: Document that is initiated by Invenergy used to track comments from responsible parties for drawing revisions. This form is directly connected through Reference Links to the Drawings form for drawing revision review.

Drawings: Design documents developed by an engineer of record, equipment supplier, or architect providing graphical and technical representation of the work to perform based on the project specification. Drawings in their final iteration will be stamped by an engineer of record.

Emails: Form used to house emails discussing project matters not included in any ProjectTeam Form on the project. Emails containing relevant information can be forwarded by Invenergy to this form where they will be uploaded into a log for permanent storage. This information can be referenced in other forms.

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Engineering Management Form (EMF): Owner provided studies, specifications, and other information that detail design inputs. The EMF exists to streamline document control over to the Contractor and EORs throughout design kickoff, construction contracting, and construction.

Engineering Studies: Form that holds engineering tests and study results to inform Design Drawings or confirm that the current design of the project meets certain performance criteria. Documents are stored in this form for review and contractual approvals.

Incidents: Form that houses documentation of events that occur on a project's site that cause harm or damage to a person(s), equipment, and/or environment.

Meetings: Form used to document discussion notes from meetings throughout construction phase.

Non-Conformance Report (NCR): Documentation of any deviations from the agreed upon project drawings, specifications, submittals, and/or transmittals. These deviations are captured to identify nonconformity and either document subsequent corrective actions or approve identified deviation. (The NCR form is used by Construction/Project Management and quality management. Procurement frequently reviews NCRs; one reason is to review how much damaged material we have received).

PM Reporting: This Form shows pertinent information that must be updated consistently by the Project Manager for Project Controls to share with the executive leadership team.

Requests for Information (RFI): Documentation of any information within a project that needs to be reviewed, clarified, and addressed by Invenergy or a third party. An RFI requires a formal response by Invenergy or a third party.

Safety Audits: Weekly audit done by Invenergy EHS team on safety regulations.

Specifications: Documents prepared ahead of construction to detail how the execution of work must be performed. A Specification often refers to a set of documented requirements to be satisfied by a material, design, product, or service. Note that most Invenergy specifications will be shared via the Engineering Management Form, not individual Specifications Forms due to them outlining design criteria via the contract.

Submittals: Processes, materials, and/or equipment provided by Invenergy or 3rd party for approval before they are fabricated or used on a project site. Some Submittals could be tests, procedures, or information that the customer requests based on issues arising on site.

ProjectTeam Frequently Used Forms

REV03 – 3/11/26

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Transmittals: Any project documents being provided that do not fall into the submittal or drawing categories. This can encompass items that need to be documented for record purposes. They provide confirmation of when the items were sent and to whom.