Mechanical completion certificate

Yellow cells are for you to fill in. Free template from Deskely · deskely.com/resources/completion-certificate-template

Project	Contract number	Certificate number

System	Subsystem	Date

Description of the system or subsystem

Certification
This is to certify that the subsystem described above has been constructed, installed and inspected in accordance with the approved drawings, specifications and the contract; that all construction inspection and test records (A ITRs) are complete and signed; and that all category A punch items are closed. The open category B punch items are listed in the attached punch list and do not prevent safe pre-commissioning.

ATTACHED	
	Signed A ITR register
	Punch list (category B items open)
	Pressure test certificates
	Redline (as-built) markups

OUTSTANDING ITEMS	
Open punch items (number and categories)	
Agreed completion date for open items	
Exceptions or conditions	

Sign-off	Name	Signature	Date
Construction			
Commissioning			
Client / owner			

Ready for commissioning certificate

Yellow cells are for you to fill in. Free template from Deskely · deskely.com/resources/completion-certificate-template

Project	Contract number	Certificate number

System	Subsystem	Date

Description of the system or subsystem

Certification
This is to certify that the subsystem described above is mechanically complete; that all pre-commissioning activities and B ITRs are complete and signed; and that the subsystem is ready to be energised or filled with its working medium for commissioning. The open punch items are listed in the attached punch list.

ATTACHED	
	MC certificate
	Signed B ITR register
	Loop check and calibration records
	Punch list (open items)

OUTSTANDING ITEMS	
Open punch items (number and categories)	
Agreed completion date for open items	
Exceptions or conditions	

Sign-off	Name	Signature	Date
Construction			
Commissioning			
Client / owner			

Ready for start-up certificate

Yellow cells are for you to fill in. Free template from Deskely · deskely.com/resources/completion-certificate-template

Project	Contract number	Certificate number

System	Subsystem	Date

Description of the system or subsystem

Certification
This is to certify that the system described above has been commissioned and tested in accordance with the approved commissioning procedures; that safety and control systems have been function tested; that the pre-startup safety review has been completed where required; and that the system is ready for start-up and the safe introduction of hydrocarbons or its process medium.

ATTACHED	
	RFC certificates for all subsystems
	Commissioning procedures and test records
	Cause and effect test records
	PSSR report
	Punch list (open items, none preventing start-up)

OUTSTANDING ITEMS	
Open punch items (number and categories)	
Agreed completion date for open items	
Exceptions or conditions	

Sign-off	Name	Signature	Date
Construction			
Commissioning			
Client / owner			

Handover certificate

Yellow cells are for you to fill in. Free template from Deskely · deskely.com/resources/completion-certificate-template

Project	Contract number	Certificate number

System	Subsystem	Date

Description of the system or subsystem

Certification
This is to certify that care, custody and control of the system described above passes from the contractor to the owner on the date below. The owner accepts the system subject to the outstanding items listed in the attached punch list, which the contractor will complete by the agreed dates. The completions dossier has been handed over.

ATTACHED	
	RFSU certificate
	Completions (handover) dossier
	Agreed punch list with dates
	Spare parts and special tools list
	Training records

OUTSTANDING ITEMS	
Open punch items (number and categories)	
Agreed completion date for open items	
Exceptions or conditions	

Sign-off	Name	Signature	Date
Contractor			
Owner (accepts)			
Operations			