Handover dossier index

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Project	System	Subsystem

Handed over by	Received by	Planned handover date

Progress

Received: 0 Outstanding: 0 N/A: 0 of 32 checks

No.	Document	Required	Status	Reference or file	Remarks
1. CERTIFICATES					
1.1	Mechanical completion certificates	Yes			
1.2	Ready for commissioning certificates	Yes			
1.3	Ready for start-up certificate	Yes			
1.4	Handover certificate	Yes			
2. REGISTERS					
2.1	Tag register for the system	Yes			
2.2	ITR register (A, B and C)	Yes			
2.3	Punch list with the open items agreed and dated	Yes			
3. INSPECTION AND TEST RECORDS					
3.1	Construction ITRs (A)	Yes			
3.2	Pre-commissioning ITRs (B)	Yes			
3.3	Commissioning and function test records	Yes			
3.4	Pressure test packs and certificates	Yes			
3.5	Insulation resistance and electrical test reports	Yes			
3.6	Loop check records	Yes			
3.7	Instrument calibration certificates	Yes			
3.8	Safety valve certificates	Yes			
4. QUALITY RECORDS					
4.1	Material certificates (EN 10204 3.1)	Yes			
4.2	Weld maps, weld logs and NDT reports	Yes			
4.3	Non-conformance reports, closed or agreed	Yes			
4.4	Painting and coating reports	Yes			
5. AS-BUILT DRAWINGS					
5.1	P&IDs	Yes			
5.2	Isometrics	Yes			
5.3	Single line diagrams and cable schedules	Yes			
5.4	Hazardous area drawings and Ex register	Yes			
6. VENDOR DOCUMENTATION					
6.1	Datasheets	Yes			
6.2	Installation, operation and maintenance manuals	Yes			
6.3	FAT and SAT reports	Yes			
6.4	Vendor certificates and warranties	Yes			
7. OPERATIONS AND MAINTENANCE					
7.1	Operating procedures	Yes			
7.2	Maintenance plan	Yes			
7.3	Spare parts list and special tools	Yes			
7.4	Training records	Yes			
8. PRESERVATION					
8.1	Preservation records up to handover	Yes			

Sign-off	Name	Company	Signature	Date
Handed over by				
Received by				

Handover checklist

What has to be true on the day care, custody and control passes to the owner.

Project	System	Handover date

No.	Check	Status	Reference	By	Date
1	All category A punch items closed				
2	Category B items agreed with the owner, with owners and dates				
3	RFSU certificate signed for the system				
4	Energised and live status of the system agreed and marked				
5	Isolations, permits and lock-outs transferred to the owner				
6	Keys, passwords, licences and software back-ups handed over				
7	Spare parts, special tools and first fills delivered				
8	Operators and maintainers trained				
9	Warranty start dates agreed				
10	Completions dossier reviewed and accepted				
11	Handover certificate signed				

Sign-off	Name	Company	Signature	Date
Contractor				
Owner				