

Project Handover

Turnover Pack & Sign-off

Assemble the documentation, training and punch closure a clean handover needs, so nothing is inherited by surprise.



Also available digitally
This checklist can also be completed on a **phone, tablet or PC** in flowdit. Add photos, notes and actions to each item, and generate the report automatically.
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Project		Handover date	
From (contractor)		To (operator)	

Handover pack complete	In	Missing	N/A	Notes
As-built drawings				
O&M; manuals and equipment data				
Closed punch list with evidence				
Training records complete				
Warranties and guarantees				
Spare-parts list				
Test and commissioning records				
Certificates and permits				

Outstanding items at handover

Severity: C = Critical, M = Major, L = Minor

#	Item	Sev.	Owner	Due	Status
1					
2					
3					
4					
5					
6					
7					
8					

Acceptance decision

Rule: handover completes only when no Critical (C) item remains open.

Handover: ☐ Accepted ☐ Accepted with punch list ☐ Rejected

Contractor

Operator / owner

Name / Signature / Date

Name / Signature / Date