

WORKING TEMPLATE

Project handover checklist

Make the transfer of records, responsibilities and outstanding work explicit before handover.

Project / package**Prepared by / role****Record date (YYYY-MM-DD)****Record ID / revision****01 Asset / phase / package / handover date****02 Receiving party / acceptance authority****03 Completion criteria / governing reference****04 As-built and asset information / final revisions****BEFORE YOU START**

- Contract completion and acceptance requirements
- Asset, commissioning and test records
- As-built information and operating documentation
- Outstanding work list and records-retention procedure

CONTINUATION / REVIEW & CLOSEOUT

Project handover checklist

Keep this page with the project, record ID and revision entered on page 1.

05 Testing, commissioning and training evidence**06 Operating manuals / warranties / support contacts****07 Outstanding items / owner / due date****08 Conditions of transfer / sign-off reference / records location****REVIEW BEFORE ISSUE**

- ☐ The asset and responsibility boundary are explicit.
- ☐ Final revisions and record locations are accessible to the recipient.
- ☐ Open work has an owner, due date and acceptance route.
- ☐ An authorized record supports the transfer status.

Use a continuation sheet for longer evidence or additional findings; retain the same record ID and revision. Save a local copy to retain your entries.

Original Kairos template, not an official standard or approval. Adapt to the contract, project procedure and authorized decision route.

Practice references: Kairos project-controls practice; tailor to the applicable handover procedure.