

Software Deployment Handover Inspection Sheet

Project Name

Deployment Date

Version / Release

Environment

Team Details

Deployed By

Inspected By

Handover To

Deployment Details

Summary / Description

Inspection Checklist

No.	Item	Criteria	Checked (Yes/No)	Remark
1	Source code version matches release		<input type="text"/>	<input type="text"/>
2	Environment configuration		<input type="text"/>	<input type="text"/>
3	Database migration executed		<input type="text"/>	<input type="text"/>
4	Services running		<input type="text"/>	<input type="text"/>
5	Basic functionality tested		<input type="text"/>	<input type="text"/>
6	Rollback plan available		<input type="text"/>	<input type="text"/>

7	Backup taken		<input type="text"/>	<input type="text"/>
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Issues / Outstanding Items

Sign-Off

Name

Role

Date

Signature