

Instrumentation Handover Checklist

Project Details

Project Name

Location

Date


General Information

System/Area

Description

Checklist

#	Item	Checked	Comments
1	All instruments installed and identified	<input type="checkbox"/>	<div></div>
2	Loop check completed	<input type="checkbox"/>	<div></div>
3	Calibration records available	<input type="checkbox"/>	<div></div>
4	As-built drawings provided	<input type="checkbox"/>	<div></div>
5	Instrument data sheets included	<input type="checkbox"/>	<div></div>
6	Junction boxes labeled	<input type="checkbox"/>	<div></div>
7	Wiring checked and terminated	<input type="checkbox"/>	<div></div>

8	Earthing verified		
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Remarks

Signatures

Name	Position	Company	Date	Signature