

Process Engineering Plant Handover Checklist

Project Name: _____
Location: _____
Handed Over By: _____

Date of Handover: _____
Received By: _____
Department: _____

1. Documentation

Item	Available (Yes/No)	Remarks
Process Flow Diagrams (PFDs)		
Piping & Instrumentation Diagrams (P&IDs)		
Operation Manuals		
Maintenance Manuals		
Equipment List		
Spare Parts List		
Certificates (Safety, Quality, etc.)		

2. Plant Readiness

Item	Status (Complete/Incomplete)	Remarks
Equipment Installed & Tested		
Piping Installed & Pressure Tested		
Instrumentation Calibrated		
Insulation & Painting Complete		
Area Cleaned & Cleared		

3. Safety Checks

Item	Status (Pass/Fail)	Remarks
Emergency Exits Marked		
Fire Extinguishers In Place		
First Aid Kits Available		
Personal Protective Equipment Issued		

4. Utilities and Services

Utility/Service	Status	Remarks
Power Supply		

Water Supply		
Compressed Air		
Communication		
Waste Disposal Arrangements		

5. Handover Notes / Outstanding Issues

Description	Status	Responsible Person

Signature (Handed Over By): _____

Signature (Received By): _____

Date: _____