

Project Commissioning Handover Checklist

Project Information

Project Name

Location

Client/Owner

Date

Commissioning Manager

Handover Checklist

Item	Status	Comments
As-built Drawings/Documents	<div></div>	<div></div>
O&M Manuals	<div></div>	<div></div>
Test Reports	<div></div>	<div></div>
Spare Parts List	<div></div>	<div></div>
Training Records	<div></div>	<div></div>
Warranties	<div></div>	<div></div>
Snag List Cleared	<div></div>	<div></div>
Other	<div></div>	<div></div>

Additional Notes

Sign Off

Commissioning Manager Name

Date

Client/Owner Representative Name

Date
