

# Structural Engineering Handover Checklist

Project Name:  
Project Number/Reference:  
Location:  
Date of Handover:  
Structural Engineer:  
Contractor:

## General Documentation

Item	Checked	Comments
As-built Structural Drawings		
Design Calculations		
Structural Specifications		
Materials Certificates		
Load Test Reports		
Inspection & Test Records		

## Site Inspection

Item	Checked	Comments
All Structural Members Visible and Accessible		
No Damage, Cracks or Settlement Observed		
Bolt Tightening/Torquing Completed		
Grouting Completed		
Fire Protection Provided (if required)		

## Certificates & Approvals

Item	Checked	Comments
Completion Certificate		
Regulatory Approvals		
Non-Destructive Test Certificates		
Quality Assurance Reports		

## Outstanding Items / Snag List

Description	Responsible Party	Target Completion Date	Status

Structural Engineer  
Name:  
Signature:  
Date:

Contractor  
Name:  
Signature:  
Date:

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