

Industrial Machine Installation Handover Form

Project Name

Machine Type / Model

Machine Serial Number

Installation Location

Installation Start Date

Installation End Date

Customer Name / Company

Customer Address

Contact Person

Contact Number

Scope of Installation Work

Inspection Checklist

Item	Checked By Installer	Checked By User	Remarks
Foundation/Leveling			
Mechanical Installation			
Electrical Connection			
Start-up Test			
Safety Devices Checked			
Operator Training			

Additional Notes / Observations

List of Documents Handover

Document Name	Given to Customer	Remarks
Manual(s)		
Wiring Diagram		
Packing List		
Others		

Installer/Technician

Name

Date

Customer/User

Name

Date