QA handover checklist

Project / contract

Record ID / revision

Site / building / level / grid

Contractor / work package

Inspection date / stage

Inspector / organisation

01 / PREPARE AND INSPECT

Before use: enter project acceptance criteria and document revisions on page 2. Mark P = pass, F = fail, NA = not applicable (give reason), or O = outstanding. Blank does not mean pass.

No.	Inspection / control prompt	P/F/NA/O	Evidence / action ref.
1	Agree the handover scope, asset list, receiving party and document index.		
2	Confirm inspections, ITP activities and required releases are complete.		
3	Reconcile open NCRs and snags with owners, dates and agreed acceptance status.		
4	Provide approved as-built drawings and records of approved design changes.		
5	Collate test results, commissioning records and applicable completion certificates.		
6	Provide material approvals, batch traceability, warranties and guarantees.		
7	Collate relevant fire safety information and concealed work photographic evidence.		
8	Provide operation, maintenance, access and replacement information as applicable.		
9	Record training, demonstrations, keys and spare parts where included in scope.		
10	Obtain documented receipt, identify exceptions and retain the controlled archive.		

If a requirement is not met or cannot be verified, record the issue and apply the project escalation process. Do not release a hold point without authorised acceptance.

Generic template. Adapt to the project, approved design, specification, manufacturer instructions and current applicable UK standards. Select the correct jurisdiction: England, Wales, Scotland or Northern Ireland. This form is not a compliance certificate, design approval or substitute for competent inspection.

QA handover checklist

Project / record ID

Location / asset / lot

02 / PROJECT REQUIREMENTS AND ACCEPTANCE BASIS

Drawing / specification / standard + revision	Criterion / tolerance / test method	Scope / frequency

Applicable UK jurisdiction / approval route

Required hold point / authorised release role

03 / HANDOVER DOCUMENT REGISTER

Document / asset / revision	Required / received date	Status / exception	Received by / ref.

Outstanding actions / NA reasons / restrictions / attached continuation sheet references

Action owner / due date

Closure evidence / reinspection date

04 / REVIEW AND RELEASE

Status (select): Accepted / Accepted with recorded conditions / Rejected / Pending. Acceptance is limited to the scope and evidence recorded. List any conditions or excluded areas above.

Completed by / role / signature / date

Reviewed by / role / signature / date

Authorised release by / role / date

Release / closure reference

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