Handover Documentation Package

|  |
| --- |
| **{Insert Project Name}** |
| **{Insert Package Title (If more than one package is required)}** |

|  |  |
| --- | --- |
| Prepared By: Commissioning Engineer | {Insert Name} |
| Date: | {Insert Date} |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date of issue | {Insert Date} | Revision | {Insert Rev No} | Copy Number | {Insert Copy #} |

|  |  |
| --- | --- |
| Volume | **{Insert.} of {Insert}** |

Updated Asset Register

Interim Maintenance Copies of Design Documents

Spare Equipment

Equipment Manuals

Certificate of Practical Completion

Commissioning Work Package

Copies of Inspection and Test Records

Maintenance Issue of Design Documents

Certificate of Acceptance

Certificate of Acceptance

The **Insert Project Name** was

commissioned into use on

 **Insert Date**

and is accepted.

Signed:

|  |  |  |
| --- | --- | --- |
| Commissioning Engineer |  | Regional Signalling Representative |
|  |  |  |
| Name |  | Name: |
|  |  |  |
| Position |  | Position |
|  |  |  |
| Signature |  | Signature |
|  |  |  |
| Date |  | Date |