

HANDOVER EVIDENCE CHECKLIST — CERTIFICATES, TESTS, O&M AND GOLDEN... QUALITY — ONE PER AREA

Every certificate, test record, manual and golden-thread record present before completion is certified · one record per building or... KD-QA-CO-006 Rev A0

How this sheet works: the subcontractor ticks and initials each point as the work is checked. ONE named reviewer — the principal contractor's site manager or quality manager — releases every HOLD POINT on this sheet, all the way to completion. The client, contract administrator or clerk of works signs once, at the end. A stack of these signed at a desk is not evidence — every hold point needs a reading, a photo reference and a date. Issue with the activity RAMS.

1 WHERE — A STRANGER MUST BE ABLE TO FIND THIS AREA FROM THIS SHEET IN FIVE YEARS

BLOCK / BUILDING	LEVEL / FLOOR	BUILDING / SECTION	GRIDLINES	DRAWING AND REVISION
PROJECT / SITE REF	SITE	SPEC CLAUSE / SCHEDULE	SUBCONTRACTOR INSPECTOR	REVIEWER — RELEASES THE HOLD POINTS

2 THE SPECIFIED SYSTEM — FROM THE SPECIFICATION AND THE DRAWINGS, NOT FROM MEMORY

HANDOVER DELIVERABLES SCHEDULE REF (FROM THE SPECIFICATION / CONTR...	HIGHER-RISK BUILDING? (Y/N)	HEALTH AND SAFETY FILE — COMPILER AND FORMAT
BUILDING CONTROL BODY AND APPLICATION REF	RESPONSIBLE PERSON (FIRE) RECEIVING THE FIRE SAFETY INFO...	O&M MANUAL COMPILER AND FORMAT

3. Statutory — the certificates that let the building be occupied

HOLD POINT

- Building control completion certificate received, or the inspector's confirmation that it will issue on the evidence submitted; reference recorded Building Regulations
- Fire safety information — the fire strategy, the as-built fire drawings, and the passive fire records (KD-QA-FP-001 to 005) — handed to the responsible person named in section 2 and receipted Building Regulations
- Health and safety file compiled with the residual hazards, as-built drawings and the information the client needs for future work; handed to the client and receipted CDM 2015
- Where the building is a higher-risk building, the golden-thread information is in the form and location the Act requires and the transfer is recorded BSA 2022

COMPLETION CERTIFICATE REF / DATE	FIRE SAFETY INFORMATION RECEIPTED BY / DATE	H AND S FILE RECEIPTED BY / DATE
RESULT ☐ Pass ☐ Fail ☐ N/A	NCR REF IF FAIL	PHOTO REF(S)
		Date/time on photo
SUB SELF-CHECK — INITIALS	DATE	HOLD RELEASED BY THE REVIEWER — SIGNATURE
		TIME
		DATE

4. Test and commissioning certificates — present and complete

HOLD POINT

- Electrical installation certificate with its schedules of inspections and test results for every distribution board, signed for design, construction and inspection; reference recorded BS 7671
- Fire detection and alarm commissioning certificate with the cause-and-effect record and the zone chart; emergency lighting test certificate; reference recorded BS 5839-1:2025 · Spec
- Gas installation records from the registered installer for every appliance and pipework system Gas Safety
- Water hygiene — flushing, disinfection and sampling records, and the legionella risk assessment for the new systems, handed to the client ACOP L8
- Lifts — thorough examination report before first use and the handover documentation; lifting equipment left in the building likewise LOLER 1998
- Air-tightness (KD-QA-CO-001), sound (KD-QA-CO-002) and thermal imaging (KD-QA-CO-003) reports; mechanical commissioning, balancing and witness records; BMS point-to-point records — each present and referenced Spec

ELECTRICAL CERTIFICATE REF(S)	FIRE ALARM / EMERGENCY LIGHTING CERTIFICATE REFS	GAS / WATER / LIFTS / TESTS REFS
RESULT ☐ Pass ☐ Fail ☐ N/A	NCR REF IF FAIL	PHOTO REF(S)
		Date/time on photo
SUB SELF-CHECK — INITIALS	DATE	HOLD RELEASED BY THE REVIEWER — SIGNATURE
		TIME
		DATE

5. O&M, warranties and the quality record

HOLD POINT

- | | |
|--|-----------------|
| O&M manuals complete against the deliverables schedule — every system, every product data sheet, maintenance schedules, spares; the client's representative has reviewed the contents list and its gaps are recorded | Spec |
| As-built drawings for every discipline at the issued revision; record drawings marked with the label numbers from the passive fire sheets | Spec · BSA 2022 |
| Warranties and guarantees collected — roofing, damp and timber (KD-QA-DP-003), balustrades, fire protection, windows — each naming the client and the period; register of them handed over | Spec |
| The quality record — every KD-QA sheet for this building, its hold-point register (KD-QA-SYS-002) and NCR register (KD-QA-SYS-008) — bound or indexed by location and handed to the client | Practice |
| Training and demonstration records for every system the client will operate; attendees named | Spec |

O&M COMPLETE? (Y/N — GAPS)

WARRANTY REGISTER REF

QUALITY RECORD INDEX REF

RESULT Pass Fail N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE _____

HOLD RELEASED BY THE REVIEWER — SIGNATURE

TIME

DATE _____

6. Completion — nothing missing that the contract requires

HOLD POINT

- Every item on the deliverables schedule present, or listed as outstanding with a date the client has accepted in writing; the reviewer signs only against that list
- Outstanding items tracked to closure on this record after completion; the record closed when the last one is received

OUTSTANDING AT COMPLETION (LIST REF / AGREED BY)

RECORD CLOSED — DATE / BY

RESULT Pass Fail N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE _____

HOLD RELEASED BY THE REVIEWER — SIGNATURE

TIME

DATE _____

7 SNAGS FOUND IN THIS AREA — MINOR DEFECTS FIXED AND RE-CHECKED ON THE SHEET

A snag is a defect the trade puts right and someone else re-checks. Anything that fails an acceptance criterion outright, or cannot be fixed in the area, is a non-conformance and goes in the next section instead.

[illegible]

8 NON-CONFORMANCES FOR THIS AREA — ONE BLOCK PER NCR; CLOSED BY SOMEONE OTHER THAN THE FIXER

NCR 1 — REFERENCE POINT OWNER (NAMED PERSON) DUE STATUS

WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION; WHERE; EXTENT

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

FIXED BY / DATE

RE-INSPECTED BY (NOT THE FIXER) / DATE

PHOTO REF(S)

NCR 2 — REFERENCE POINT OWNER (NAMED PERSON) DUE STATUS

WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION; WHERE; EXTENT

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

FIXED BY / DATE

RE-INSPECTED BY (NOT THE FIXER) / DATE

PHOTO REF(S)

NCR 3 — REFERENCE POINT OWNER (NAMED PERSON) DUE STATUS

WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION; WHERE; EXTENT

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

FIXED BY / DATE

RE-INSPECTED BY (NOT THE FIXER) / DATE

PHOTO REF(S)

9 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

PHOTO REF	POINT	WHAT IT SHOWS (LOCATION, ELEMENT, READING VISIBLE)	DATE / TIME	TAKEN BY

10 NOTES FOR THIS AREA

ANYTHING THE NEXT PERSON NEEDS TO KNOW — AGREEMENTS, DEVIATIONS FROM THE SPECIFICATION, ACCESS LIMITS, ITEMS CARRIED TO THE NEXT VISIT

11 RELEASE

The reviewer confirms every hold point on this sheet was released and every snag and non-conformance is closed; the client, contract administrator or clerk of works then signs once. This sheet goes in the handover file with the photos it references.

Subcontractor — work complete and self-checked:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

Reviewer — all hold points released, all snags and non-conformances closed:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

Client / contract administrator / clerk of works — final sign-off:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-08-29	first-issue	First issue.	— not yet approved —
A0	2026-08-29	review	Approved for issue by the author. Content unchanged from the draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.