

HANDOVER OF WORK AREA — TRADE TO TRADE

QUALITY — ONE PER HANDOVER

One trade accepts the area from another — condition recorded, not assumed

KD-QA-SYS-009 Rev A0

Damage disputes start at the moment one trade takes over an area from another and nobody wrote down its condition. The receiving trade walks the area with the reviewer, records what it accepts and what is outstanding, and signs. From then on the area is theirs.

1 THE AREA

PROJECT / SITE REF	BLOCK / LEVEL / ROOM / GRID	FROM (TRADE / COMPANY)	TO (TRADE / COMPANY)
HANDOVER DATE / TIME	REVIEWER PRESENT	OUTGOING TRADE'S AREA SHEETS RELEASED? (REFS)	

2 CONDITION ON HANDOVER — TICK WHAT IS TRUE, RECORD WHAT IS NOT

- Outgoing work complete to its checklist; hold points released; no open NCRs on this area
- Area clean and clear of the outgoing trade's materials, waste and plant
- Finished work protected; protection in place and labelled
- Services in the area identified, isolated or live as stated below
- Access, lighting and temporary works in the area as stated below
- Existing damage recorded below with photo references — anything not recorded is the incoming trade's

SERVICES, TEMPORARY WORKS AND ACCESS — THE STATE THE AREA IS HANDED OVER IN

3 OUTSTANDING ITEMS AND EXISTING DAMAGE

NO.	ITEM / DAMAGE	WHERE	WHOSE TO RESOLVE	BY WHEN	PHOTO REF

4 RELEASE

All three sign. The area belongs to the incoming trade from the time signed.

Outgoing trade:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME
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Incoming trade — accepts the area as recorded:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME
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Reviewer:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME
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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	2026-08-28	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.