

Commissioning and handover checklist

Installed equipment | Working checklist

Customer

Site

Unit reference

Manufacturer / model

Serial number

Date / technician

For each check: complete, pending or not applicable. Note exceptions below.

Equipment and installation

- _____ Confirm the unit, site and serial number against the equipment record.
- _____ Record commissioning checks required by the manufacturer.
- _____ Record the outcome of the applicable functional checks.
- _____ Photograph the equipment and relevant identification labels.

Documents and maintenance

- _____ Attach or reference manuals and installation documents.
- _____ Record the source documents for the team's coverage assessment.
- _____ Record the agreed maintenance tasks and next review date.
- _____ Identify the service contact and where the equipment record is kept.

Handover and outstanding work

- _____ Explain normal use and relevant manufacturer guidance.
- _____ List unresolved issues and any restrictions on use.
- _____ Assign an owner and due date to every outstanding action.
- _____ Record who received the documents and the handover notes.

Exceptions and outstanding actions (action / owner / due date)

Prepared by / received by / date

Adapt to the manufacturer's instructions and applicable procedures. This checklist does not certify compliance or determine warranty entitlement.