

INSTRUMENTATION SYSTEM HANDOVER CERTIFICATE

Company: Your Company Name / Logo

Doc no: Rev:

Yellow cells: enter data. Grey cells: calculated automatically. Free template from instrumentationblog.in

System			
System / subsystem		Scope	
Handed over by		Received by	
Handover date		Open category A punch items	
Open category B punch items		Ready for handover?	

Handover checklist			
No	Check item	Status	Remarks
1	Installation checklist completed and signed		
2	Calibration certificates available for all instruments		
3	Cold loop check completed		
4	Hot loop check completed with operations		
5	Control valves stroked and positioners tuned		
6	Alarms and trips tested; cause and effect verified		
7	Punch list: no category A items open		
8	As built P&IDs, loop drawings and instrument index issued		
9	Data sheets and vendor manuals handed over		
10	Configuration backups of DCS, PLC and smart instruments		
11	Spare parts handed over and listed		
12	Training of operations and maintenance completed		
Items not OK			0

Category A punch items must be closed before handover; category B items may be accepted with an agreed completion date. Attach the punch list and the list of exceptions.

Construction / contractor	Commissioning	Operations (accepting)
Name:	Name:	Name:
Signature:	Signature:	Signature:
Date:	Date:	Date: