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Project Closeout Documentation and Handover Inspection Checklist

Interactive checklist for inspecting project closeout documentation and handover. Comment and export as PDF/Excel with QR code.

Project:

Date:

Filled by:

Document Verification

1	Check that all project reports are complete and signed by relevant parties.
2	Ensure all certificates and permits are included in the documentation package.
3	Verify the accuracy of operation and maintenance manuals.

Contractual Compliance

4	Review the contract to ensure all obligations have been fulfilled.
5	Confirm all deliverables have been provided to the client.
6	Check for any outstanding claims or disputes.

Handover Preparation

7	Prepare a comprehensive handover package for the client.
8	Schedule a final handover meeting with the client.
9	Ensure a smooth transition of project responsibilities.

Final Review

10	Conduct a final walkthrough to identify any issues.
11	Obtain final sign-off from all stakeholders.
12	Archive all project documentation for future reference.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
<p>The project closeout phase is a critical stage in the project lifecycle, where all documentation is finalized and the completed project is officially handed over to the client. This process involves verifying that all contractual obligations have been met, ensuring all documentation is complete and accurate, and confirming that the handover is conducted smoothly. Proper inspection of project closeout documentation and handover is crucial to avoid legal disputes, ensure client satisfaction, and guarantee the project's operational readiness. This interactive checklist allows users to tick off items, leave comments, and export the completed list as a PDF or Excel file, complete with a QR code for verification.</p>	<p>1. Click the 'Use this checklist' or 'Start Interactive Checklist' button to launch interactive mode. 2. Tick each item online as you complete it. 3. Add comments on individual items or the entire checklist. 4. Click 'Share' or 'Download' to download your completed checklist as a PDF or Excel.</p>