



Client Handover Certificate

Certificate of completion & handover of works

Project: _____

Cert. no.: _____

PROJECT / SITE	ADDRESS	CLIENT	DESCRIPTION OF WORKS
_____	_____	_____	_____
DATE OF COMPLETION	CONTRACTOR	LICENCE NO.	CERTIFICATE NO.
_____	_____	_____	_____

1 Documents handed over

#	DOCUMENT	PROVIDED	N/A	COMMENTS
1	Certificate(s) of Compliance / Electrical Safety	☐	☐	
2	Test results and commissioning records	☐	☐	
3	Operation & maintenance manuals	☐	☐	
4	Manufacturer warranties	☐	☐	
5	As-installed drawings / schedules	☐	☐	
6	Asset register / service schedule	☐	☐	

2 Completion statement

I certify that the works described above have been **completed** in accordance with the agreed scope and the relevant Standards, that required testing and certification has been carried out, and that the works are **handed over** to the client in a safe and operational condition.

3 Client acceptance

I acknowledge **receipt and handover** of the works and the documents listed above. Acceptance does not waive any warranty, statutory right or outstanding item recorded below.

4 Outstanding items / notes

ANY OUTSTANDING ITEMS, CONDITIONS OR AGREED DEFECTS

CONTRACTOR (NAME & SIGNATURE)

LICENCE NO.

DATE

CLIENT (NAME & SIGNATURE)

POSITION

DATE

Guidance only. This handover certificate records practical completion and the transfer of documentation. It does not replace any statutory **Certificate of Compliance / Electrical Safety**, occupation certificate or warranty obligation, and does not certify regulatory compliance in itself.