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Site Handing Over Checklist for Employers and Contractors

Interactive site handing over checklist for employers and contractors. Tick, comment, and export as PDF/Excel with QR code authentication.

Project:

Date:

Filled by:

Site Access and Boundaries

1	Verify all access points are secure and boundary markers are clearly visible.
2	Ensure all keys and access codes are provided to the contractor.
3	Check for any unauthorized structures within the site boundary.

Utilities Verification

4	Confirm water and electricity connections are active and functional.
5	Check the status of communication lines and internet availability.
6	Ensure all utility meters are accessible and readable.

Safety and Compliance

7	Inspect safety signage and emergency exits for compliance.
8	Verify the availability of first aid kits and fire extinguishers.
9	Check for hazardous materials and ensure proper labeling.

Documentation and Records

10	Collect and verify all site-related permits and licenses.
11	Ensure photographic documentation of current site condition is complete.
12	Provide contractor with copies of all relevant site documents.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
The site handing over process marks a crucial transition from the employer to the contractor before the commencement of work. This phase ensures that all site conditions, documentation, and logistical arrangements are thoroughly checked and confirmed. The checklist covers essential aspects such as site access, boundary conditions, utilities, and safety measures to ensure a smooth transition. This step is vital for mitigating risks, ensuring compliance, and establishing a clear understanding of responsibilities. Our interactive checklist allows users to tick items, leave comments, and export reports as PDF or Excel, complete with a unique QR code for authenticity.	1. Gather necessary tools and documents such as site maps, access keys, and utility statements. 2. Click the "Use this checklist" or "Start Interactive Checklist" button to launch interactive mode. 3. Tick each item online as you complete it. 4. Add comments on individual items or the entire checklist. 5. Click Share or Download to download your completed checklist as PDF or Excel. 6. Review the final report, and use QR code authentication for security and traceability.