

Job Completion and Handover Report

The closing document. Give one copy to the customer, keep one on file.

Reference	Entry
Work order number	
Completion date and time	
Customer / account	
Site address	
Technician(s)	

Summary of work performed

Description	Result

Evidence attached

Item	Attached	Reference
Pre-work photographs		
Post-work photographs		
Test or measurement readings		
Parts invoices / delivery notes		
Certificates supplied by third parties		

Condition at handover

Check	Yes / No	Notes
System tested and operating		
Site left clean and safe		
Customer briefed on operation and maintenance		
Documentation handed to the customer		

Open items and follow-up

Open item	Owner	Target date

Technician signature and date	Customer signature and date

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