O&M Manual Handover Checklist: Contents

Tick each section as it arrives. Chase anything marked No or Partial before you sign the handover. Cross out rows that don't apply.

MachDatum

Project / system		**Handed over by**	
Received by		**Date**	

#	Section	What it should contain	Received?	File / location / what's missing
1	**As-built drawings and schematics**	Marked as-built, not issued for construction	☐ Yes ☐ No ☐ Partial	
2	**Asset / equipment register**	Tag, description, location, make, model, serial	☐ Yes ☐ No ☐ Partial	
3	**Manufacturer (OEM / IOM) manuals**	One per installed item, matched to tags	☐ Yes ☐ No ☐ Partial	
4	**Operating procedures and setpoints**	Start-up, shutdown, normal ranges	☐ Yes ☐ No ☐ Partial	
5	**Control settings and software backups**	PLC / HMI programs, drive parameters	☐ Yes ☐ No ☐ Partial	
6	**Maintenance tasks and intervals**	Interval basis stated: calendar or run-hours	☐ Yes ☐ No ☐ Partial	
7	**Lubrication details**	Grade, points, quantities, intervals	☐ Yes ☐ No ☐ Partial	
8	**Recommended spares**	Part numbers, quantities, lead times	☐ Yes ☐ No ☐ Partial	
9	**Isolation points and energy sources**	All energy sources, per asset	☐ Yes ☐ No ☐ Partial	
10	**Commissioning and test results**	As-commissioned readings (your baseline)	☐ Yes ☐ No ☐ Partial	
11	**Warranties**	Start date, length, maintenance conditions	☐ Yes ☐ No ☐ Partial	
12	**Statutory and inspection certificates**	As your country requires	☐ Yes ☐ No ☐ Partial	
13	**Supplier and contractor contacts**	Service and parts	☐ Yes ☐ No ☐ Partial	
14	**Training records**	Who was trained, on what, when	☐ Yes ☐ No ☐ Partial	
15	**Decommissioning notes**	Safe removal from service	☐ Yes ☐ No ☐ Partial	

O&M Handover Check, Per Asset

One row per maintainable item. Walk the floor with the manual: the tag must exist and be labelled. Tick Y when the item is complete, N when it's missing (note it).

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Tag no.	Description / location	OEM manual	PM tasks / intervals	Spares with part nos.	Isolation points	Setpoints / backups	Warranty terms	Test readings	As-built drawings	Training done	Accepted by / date / open items
		☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	
		☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	
		☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	
		☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	
		☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	
		☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	
		☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	
		☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	
		☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	
		☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	
		☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	