

Overview

This standard is about confirming that the project requirements meet the stakeholders' expectations, developing, agreeing and following a project handover programme. Identifying, agreeing and arranging for the completion of outstanding work and handing over responsibilities and documentation for the project in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements.

This standard is for people working in the occupational area of construction site management which is defined as the management of multiple construction trades and disciplines and can be used by supervisors and managers

Performance criteria

- You must be able to:*
- P1 confirm project requirements, consult with stakeholders and develop, agree and record a handover programme
 - P2 check that project requirements have been met, or record outstanding work, including any remedial activities or defects, in order to agree, arrange and record a satisfactory completion
 - P3 carry out handover inspections, relevant tests and commissioning activities ensuring they are recorded and certificated
 - P4 record stakeholder concerns during inspection, agree and record any actions required
 - P5 ensure that at least three of the following stakeholders' respective responsibilities are recorded, accepted and adopted on handover
 - 5.1 insurance
 - 5.2 security
 - 5.3 operations
 - 5.4 health, safety and wellbeing
 - 5.5 utility supply
 - 5.6 environmental
 - 5.7 sustainability

- P6 assemble, record and hand over relevant documentation for the following in accordance with the project
 - 6.1 manuals and guidance materials
 - 6.2 plans
 - 6.3 operating equipment
 - 6.4 security information and equipment
 - 6.5 certificates
 - 6.6 services
 - 6.7 systems
 - 6.8 equipment
 - 6.9 materials
 - 6.10 maintenance records
 - 6.11 structural design

Knowledge and understanding

You need to know and understand: **Performance Criteria 1
Handover programme**

- K1 how to consult with stakeholders to confirm the following project requirements to develop a handover programme
 - K1.1 time
 - K1.2 quality
 - K1.3 cost
 - K1.4 health and safety
 - K1.5 sustainability
 - K1.6 defects rectification period
 - K1.7 warranties

- K2 why it is important a handover programme

Performance Criteria 2 Project requirements and outstanding work

- K3 how to check that the following project requirements have been met
 - K3.1 time
 - K3.2 quality
 - K3.3 cost
 - K3.4 health and safety
 - K3.5 sustainability
 - K3.6 defects rectification period
 - K3.7 warranties

- K4 how to record outstanding work in order to agree and arrange a satisfactory completion

- K5 why it is important to check project requirements and outstanding work to agree a satisfactory completion

Performance Criteria 3

Handover inspections and tests

- K6 how to carry out handover inspections

- K7 the range of tests required on handover

- K8 how to ensure relevant tests are witnessed by the following stakeholders
 - K8.1 client, customer or their representative
 - K8.2 users
 - K8.3 consultants
 - K8.4 contractors
 - K8.5 regulatory authorities

- K9 how to ensure relevant certification is acquired

- K10 why it is important handover inspections and certificates

Performance Criteria 4

Stakeholder concerns

- K11 how to record the following stakeholders' concerns during inspections
 - K11.1 client, customer or their representative
 - K11.2 users
 - K11.3 consultants
 - K11.4 contractors
 - K11.5 regulatory authorities

- K12 how to agree relevant actions during inspections with stakeholders

- K13 why stakeholders' concerns need to be addressed

Performance Criteria 5**Stakeholder responsibilities**

K14 how to ensure the following accept and adopt the following responsibilities on handover

Stakeholders

- K14.1 client, customer or their representative
- K14.2 users
- K14.3 consultants
- K14.4 contractors
- K14.5 regulatory authorities

Responsibilities

- K14.6 insurance
- K14.7 security
- K14.8 operations
- K14.9 health, safety and wellbeing
- K14.10 utility supply
- K14.11 environmental
- K14.12 sustainability

K15 why it is required for stakeholders to accept their responsibilities

Performance Criteria 6**Documentation**

K16 how to assemble the following relevant documentation in accordance with the project

- K16.1 manuals and guidance materials
- K16.2 plans
- K16.3 operating equipment
- K16.4 security information and equipment
- K16.5 certificates
- K16.6 services
- K16.7 systems
- K16.8 equipment
- K16.9 materials
- K16.10 maintenance records
- K16.11 structural design

- K17 how to hand over relevant documentation in accordance with the project requirements
- K18 why it is required to assemble and hand over appropriate documentation for the project

Manage project handover

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