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| LOGO | *[name of organ of state]*  **S6: Approval of handover**  **(Version 1: October 2020)** |
| **Project no:**       **Project description:**  **Contract No:**       **Title:**  **Name of Contractor:**  **Framework contract:**  **yes**  **no** *(check appropriate box(es))*  If yes, **Order no:**       **Title:**  **Brief description of the package:** | |
| Works which have been taken over by the user or owner; Completed Training; Record Information  (i) The handover stage requires the following activities to be undertaken:  a) Finalise and assemble record information which accurately reflects the infrastructure that is acquired, rehabilitated, refurbished or maintained;  b) Hand over the works and record information to the user organisation and, if necessary, train end user staff in the operation of the works.  Stage 6 is complete when the Handover/Record Information Report is approved | |
| **Hand over recommended by:**  *[name of person]*  *[Designation]*  **Signature: Date:** | |
| **Handover accepted and approved by:**  I the undersigned accept and approve the handover of the works associated with the abovementioned package from       *[name of implementer]*  I acknowledge receipt of:  a copy of the Completion Certificate  a complete set of record information  the following portions of the record information and understand that all outstanding record information will be provided before  *[name of designated person – see SCM policy]*  *[Designation]*  **Signature: Date:** | |