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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:** |