Turnover package index

Tailor the required records to the agreed scope. Record each file’s location and revision, distinguish submission from acceptance, and keep open items visible through closure.

Project / site

Scope / reference

Prepared by / date

Review / acceptance authority

Give the receiving team a clear record of what is complete and what remains open.

Required record	File / revision / date	Prepared by	Reviewer / review status	Open item / owner / due date	Acceptance reference
Scope and approved changes					
Inventory / custody / transfer records					
Inspection / test records, as applicable					
Operating information / warranties, as applicable					
Punch list / unresolved items					
Handover and acceptance record					

Review: Can the receiving team locate each record? Are open items owned? Has acceptance been recorded by the authorized reviewer?