
Overview

This standard is about

- 1 confirming the project requirements meet the stakeholders' expectations
- 2 developing, agreeing and following a project handover programme
- 3 identifying, agreeing and arranging for the completion of outstanding work
- 4 handing over responsibilities and documentation for the project

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Manage project handover

Performance criteria

- You must be able to:*
- P1 confirm project requirements and consult with stakeholders and develop and agree a handover programme
 - P2 check that project requirements have been met, or record outstanding work in order to agree and arrange a satisfactory completion
 - P3 carry out handover inspections and appropriate tests ensuring they are witnessed by stakeholders and certificated in accordance with current legislation
 - P4 record stakeholder concerns during inspection and agree any required actions
 - P5 ensure that stakeholders' respective responsibilities are accepted and adopted
 - P6 assemble and hand over appropriate documentation in accordance with the project

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Knowledge and understanding

You need to know and understand:

Performance Criteria 1 Handover programme

- K1 how to confirm **project requirements** to develop a handover programme
- K2 how to consult with **stakeholders** to develop and agree a handover programme
- K3 why you need a handover programme

Performance Criteria 2 Project requirements/outstanding work

You need to know and understand:

- K4 how to check **project requirements** have been met
- K5 how to record outstanding work in order to agree and arrange a satisfactory completion

Performance Criteria 3 Handover inspections/tests

You need to know and understand:

- K6 how to carry out handover inspections and appropriate tests
- K7 how to ensure appropriate tests are witnessed by **stakeholders**
- K8 how to ensure appropriate certification is acquired
- K9 why you need handover inspections and certificates

Performance Criteria 4 Stakeholder concerns

You need to know and understand:

- K10 how to record **stakeholders'** concerns during inspections
- K11 how to agree appropriate actions during inspections with **stakeholders**
- K12 why **stakeholders'** concerns need to be addressed

Performance Criteria 5 Stakeholder responsibilities

You need to know and understand:

- K13 how to ensure **stakeholders** accept and adopt **responsibilities** on handover
- K14 why you need to ensure **stakeholders** accept their **responsibilities**

Performance Criteria 6 Documentation

You need to know and understand:

- K15 how to assemble appropriate **documentation** in accordance with the project
- K16 how to hand over appropriate **documentation** in accordance with the project
- K17 why you need to assemble and hand over appropriate **documentation** for the project

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Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 records of agreed handover programme

Performance Criteria 2

- 2 records of agreed completion programme
- 3 records of any outstanding work, including any remedial activities or defects

Performance Criteria 3

- 4 records of handover inspections and witnessed tests
- 5 records of commissioning activities undertaken
- 6 records of certificates issued

Performance Criteria 4

- 7 records of stakeholders' concerns
- 8 records of agreed actions

Performance Criteria 5

- 9 records of at least three of the following accepted responsibilities
 - 9.1 insurance
 - 9.2 security
 - 9.3 operations
 - 9.4 health and safety
 - 9.5 utility supply
 - 9.6 environment
 - 9.7 sustainability

Performance Criteria 6

- 10 records of handover documentation for at least one of the following
 - 10.1 systems
 - 10.2 services
 - 10.3 equipment

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Scope/range related to knowledge and understanding

Documentation

- 1 manuals and guidance materials
- 2 plans
- 3 health and safety file
- 4 operating equipment
- 5 security information and equipment
- 6 certificates
- 7 services
- 8 systems

Project requirements

- 9 time
- 10 quality
- 11 cost
- 12 health and safety
- 13 current legislation
- 14 sustainability
- 15 defects liability period
- 16 warranties

Responsibilities

- 17 insurance
- 18 security
- 19 operations
- 20 health and safety
- 21 utility supply
- 22 environmental
- 23 sustainability

Stakeholders

- 24 client, customer or their representative
- 25 users
- 26 consultants
- 27 contractors
- 28 regulatory authorities

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