

UNAUTHORISED HANDOVER DOCUMENTATION

ALERT TOPIC	Unauthorised Handover Documentation	ALERT REFERENCE:	2026 Q002
TARGET AUDIENCE:	Site Engineers, Site Managers, Project Managers, Contract Managers	AUTHORISED BY:	Prepared; Connor McKirgan Authorised; Simon Dewsbury
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INTRODUCTION

Health & safety files and operation & maintenance manuals capture the key information needed to manage risks throughout the life cycle of infrastructure, bringing together details on residual hazards, materials / components, dimensions, design changes and maintenance requirements so future work or decommissioning can be carried out without unnecessary danger or cost. They preserve essential knowledge long after construction ends and supports compliance with legal duties (CDM Regulations), thus content must be accurate throughout.



REASON FOR ISSUING THIS ALERT

Recent feedback from **National Highways** highlighted certain handover documentation was inaccurate. Further investigation identified that the reviewer's initials were typed onto the documents without actual verification taking place.

Failure to conduct genuine reviews and signoffs can result in:

- Non-compliance with ISO 9001 and client requirements
- Delays in project acceptance and payment
- Reputation harm and loss of trust
- Additional cost due to additional verification or rework

Every documentation review must represent a real verification of accuracy and completeness, and this should be confirmed using a genuine signature unless a robust electronic option with an audit trail is available.

CONCLUSIONS AND DISCUSSION POINTS

To prevent recurrence:

- Perform a thorough review of all handover documentation before signing or initialling.
- Crosscheck against project specifications, drawings and change documentation such as TQs before release.
- Authorised people must confirm that documentation has been properly reviewed before release to our clients.
- Signatures / initials must reflect actual verification, not used as placeholders which could be misinterpreted.
- Use controlled templates and maintain an audit trail for all reviews.

