

PROJECT COMMISSIONING & FOOD-SAFETY HANDOVER CHECKLIST

AFME-BRC-ENG-F08

Formal handover from project/installation into controlled food-manufacturing operation.

Site / Company	[Enter site/company]	Date	[dd/mm/yyyy]
Department	Engineering	Completed by	[Name / role]
Area / Asset	[Enter]	Reference / WO	[Enter]

1. Project details

Project / asset	
Supplier / installer	
Location	
Commissioning date	
Handover owner	
Production start date	

Installation completion

Check	Requirement / question	Y	N	N/A	Evidence / action
☐	Matches approved design/change control.	☐	☐	☐	
☐	Food-contact/hygienic finishes complete and acceptable.	☐	☐	☐	
☐	No open penetrations, exposed insulation, temporary wiring or debris.	☐	☐	☐	
☐	Drainage, services and equipment interfaces complete/cleanable.	☐	☐	☐	
☐	Outstanding punch-list items risk assessed.	☐	☐	☐	

Technical commissioning

Check	Requirement / question	Y	N	N/A	Evidence / action
☐	Safety and functional tests completed.	☐	☐	☐	
☐	Food-safety alarms/interlocks/sensors challenged.	☐	☐	☐	
☐	Calibration/verification completed.	☐	☐	☐	
☐	PLC/HMI/software backups secured and version identified.	☐	☐	☐	
☐	Utilities operate within required parameters.	☐	☐	☐	
☐	Trial run completed without abnormal leak/debris/contamination risk.	☐	☐	☐	

Hygiene & food safety

Check	Requirement / question	Y	N	N/A	Evidence / action
☐	Construction clean completed.	☐	☐	☐	
☐	Hygiene clean/disinfection completed.	☐	☐	☐	
☐	Cleaning method/access confirmed practical.	☐	☐	☐	
☐	Allergen/micro/ATP verification completed where required.	☐	☐	☐	
☐	Technical/Hygiene release obtained before product use.	☐	☐	☐	

Documentation

Check	Requirement / question	Y	N	N/A	Evidence / action
☐	O&M manuals received.	☐	☐	☐	

Check	Requirement / question	Y	N	N/A	Evidence / action
☐	As-built/electrical/P&ID drawings received as applicable.	☐	☐	☐	
☐	Material/conformity documents received as applicable.	☐	☐	☐	
☐	Asset added to CMMS/register.	☐	☐	☐	
☐	PPMs/statutory inspections loaded.	☐	☐	☐	
☐	Critical/recommended spares identified.	☐	☐	☐	
☐	Lubricants/chemicals approved and registered.	☐	☐	☐	

People & ownership

Check	Requirement / question	Y	N	N/A	Evidence / action
☐	Engineering training completed.	☐	☐	☐	
☐	Operator training completed.	☐	☐	☐	
☐	Hygiene cleaning training completed.	☐	☐	☐	
☐	Residual risks communicated.	☐	☐	☐	
☐	Warranty/support contacts recorded.	☐	☐	☐	
☐	Ownership transferred to named operational manager.	☐	☐	☐	

Open actions at handover

No.	Action	Risk H/M/L	Owner	Due	Interim control	Closed

Authorisation / sign-off

Role	Name	Signature / approval	Date
Project / Engineering			
Technical / Food Safety			
Hygiene			
Operations			