Handover documents checklist

The health and safety file is one of several things handed over at the end of a job. Here is the rest: what each is for, who supplies it, who receives it, when, where the requirement comes from, and how it relates to the health and safety file. Which of them a job needs depends on the work, the building, the contract and where it is.

Tick each document handed over, or write "N/A" and why. Basis: Law; British Standard; Guidance or industry scheme; Contract. "H&S file": whether it goes in the health and safety file, is referred to from it, or is separate. That is a recommended filing arrangement, not a legal classification.

1. Information the law requires you to hand over	Supplied by / received by	When	H&S file	Done
☐ **Health and safety file** Law: CDM 2015, regulation 12 Applies when: Any project with more than one contractor, or where more than one is reasonably foreseeable. Where: Great Britain	From: The CDM principal designer (or the principal contractor if the principal designer's appointment has ended) To: The client	At the end of the project	Goes in	
☐ **Fire safety information** Law: Building Regulations 2010, regulation 38 Applies when: Erecting or extending a building, or a material change of use, where the building is covered by the Fire Safety Order and Part B of the Building Regulations applies to the work. Not an ordinary refurbishment or fit-out on its own. Where: England; Wales has its own version from 1 July 2026, though work that qualifies under the Welsh transitional arrangements stays under the previous rules	From: The person carrying out the work To: The responsible person under the Fire Safety Order, who must acknowledge receipt and confirm the information is sufficient, under the regime that applies to the work	By completion, or by occupation if earlier where the building is unoccupied during the work. Under a registered building control approver in England: by the earliest of completion, occupation and the initial notice ceasing to be in force. Then building control is told it was given	Separate	
☐ **Energy and maintenance information (building log book)** Law: Building Regulations 2010, regulation 40 Applies when: Building work where the energy efficiency requirement for fixed building services (Part L, paragraph L1) applies. Where: England and Wales. In England, a new regulation 40C, on giving the information to dwelling owners in an appropriate format, comes into force on 24 March 2027, and for higher-risk building work on 24 September 2027; work already notified or applied for before those dates may stay under the current rules.	From: The person carrying out the work To: The owner of the building	Not later than five days after the work is completed	Separate	
☐ **Ventilation information** Law: Building Regulations 2010, regulation 39 Applies when: Building work where the ventilation requirement (Part F, paragraph F1(1)) applies. Where: England and Wales	From: The person carrying out the work To: The owner of the building	Not later than five days after the work is completed	Separate	
☐ **On-site electricity generation information** Law: Building Regulations 2010, regulation 40A Applies when: Building work where the on-site generation requirement (Part L, paragraph L2) applies. Where: England and Wales	From: The person carrying out the work To: The owner of the building	Not later than five days after the work is completed	Referred to	
☐ **Overheating information** Law: Building Regulations 2010, regulation 40B Applies when: New residential buildings where Part O (overheating) applies. Where: England and Wales; Wales has its own wording of the regulation	From: The person carrying out the work To: The owner of the building	Not later than five days after the work is completed	Separate	
☐ **Energy Performance Certificate (EPC)** Law: Energy Performance of Buildings (England and Wales) Regulations 2012, regulation 7A Applies when: A new building, or work that changes the number of parts designed or altered for separate use and also provides or extends fixed services for heating, hot water, air conditioning or mechanical ventilation. Both parts of that test must be met. Where: England and Wales	From: The person carrying out the work To: The owner, with notice to building control giving the certificate's reference number	Not later than five days after the work is completed	Separate	

1. Information the law requires you to hand over	Supplied by / received by	When	H&S file	Done
☐ **Competent person scheme certificates** Law: Building Regulations 2010, regulation 20 Applies when: Work of a type listed in Schedule 3 done by an installer registered with the matching scheme. Where: England; Wales has its own version	From: The installer, usually through their scheme To: The occupier, with a notice or copy to building control	Within 30 days of completing the work	Referred to	
☐ **Water fittings contractor's certificate** Law: Water Supply (Water Fittings) Regulations 1999, regulation 6 Applies when: Water fittings installed, altered, connected or disconnected by an approved contractor. Where: England and Wales	From: The approved plumbing contractor To: The person who commissioned the work; a copy goes to the water undertaker where the fitting needed notice	On completion of the work	Referred to	
☐ **Golden thread information (higher-risk buildings)** Law: Building (Higher-Risk Buildings Procedures) (England) Regulations 2023, regulation 38 Applies when: Higher-risk building work, a stage of it, or work to an existing higher-risk building. Not for work to an existing higher-risk building that is only self-certified scheme work, exempt work or notified emergency repairs. England and Wales have separate regimes with different definitions and building control bodies, and projects that qualify under transitional arrangements may stay under earlier rules. Where: England (shown); in Wales, regulation 37 of the Building (Higher-Risk Buildings Procedures) (Wales) Regulations 2025, from 1 July 2026	From: The client To: In England, the accountable person and any responsible person (or only the responsible person if the building is no longer higher-risk); in Wales, the responsible person. The recipient acknowledges receipt and confirms the information is accessible and sufficient	No later than the date the work is completed or, where a partial completion certificate is used, the date that part is to be occupied	Separate	

2. Evidence building control needs before completion	Supplied by / received by	When	H&S file	Done
☐ **Commissioning notice** Law: Building Regulations 2010, regulation 44 Applies when: Work on fixed building services where testing and adjustment is possible and would affect energy efficiency, or on mechanical ventilation. Where: England (shown); Wales has its own version	From: The person carrying out the work To: Building control	Depends on the route. Higher-risk building work: with the completion certificate application. Local authority route: no later than the date the completion notice is required. Where no completion notice is required: within 30 days of completion. Registered building control approver (England): within 5 days of completion, or earlier if the initial notice ceases to be in force; self-certified work follows the scheme deadline	Referred to	
☐ **Air pressure test results** Law: Building Regulations 2010, regulation 43 Applies when: Erecting a building where the Part L requirement applies. Where: England and Wales	From: The person carrying out the work, usually through a registered tester To: Building control	Within seven days of the final test	Separate	
☐ **Sound insulation test results** Law: Building Regulations 2010, regulation 41 Applies when: Work where the sound insulation requirement (Part E, paragraph E1) applies and testing is required, unless robust details are used instead. Where: England (shown); Wales has its own version from 1 July 2026	From: The person carrying out the work, through the tester To: Building control	Higher-risk building work: with the completion certificate application. Local authority route: no later than the date the completion notice is given, so an early completion notice brings it forward. Registered building control approver (England): within 5 days of completion	Separate	

2. Evidence building control needs before completion	Supplied by / received by	When	H&S file	Done
☐ **Mechanical ventilation air flow rate test results** Law: Building Regulations 2010, regulation 42 Applies when: England: creating a new dwelling with mechanical ventilation. Wales: also an existing dwelling where mechanical ventilation is provided or extended. Where: England and Wales, with a wider scope in Wales	From: The person carrying out the work, usually through a competent tester To: Building control	Within five days of the final test	Separate	
☐ **Building regulations completion or final certificate** Law: GOV.UK: Building regulations approval Where: England and Wales	From: Building control (the local authority, a registered building control approver, or the Building Safety Regulator for higher-risk building work in England) To: The person who applied, usually passed on to the client	After the work is completed and the evidence above has been given	Referred to	

3. Test, inspection and commissioning certificates	Supplied by / received by	When	H&S file	Done
☐ **Electrical installation certificate (or minor works certificate)** British Standard: BS 7671:2018+A4:2026, IET Wiring Regulations (the previous version was withdrawn on 15 October 2026; work designed to an earlier edition is assessed against that edition and its transition period) Where: United Kingdom	From: The electrical contractor To: The person who ordered the work	On completion of the electrical work	Referred to	
☐ **Fire alarm commissioning and acceptance certificates** British Standard: BS 5839-1:2025 Applies when: Non-domestic premises with a fire detection and alarm system. Where: United Kingdom	From: The fire alarm contractor To: The client, and the responsible person	On completion of commissioning	Referred to	
☐ **Emergency lighting completion certificate** British Standard: BS 5266-1:2025 Where: United Kingdom	From: The electrical or emergency lighting contractor To: The client, and the responsible person	On completion of the installation	Referred to	
☐ **Lift thorough examination report** Law: Lifting Operations and Lifting Equipment Regulations 1998, regulation 9 Applies when: Lifting equipment used at work, including passenger and goods lifts. Escalators and moving walkways are not lifting equipment under LOLER; they come under PUWER and need their own maintenance and inspection records. Where: Great Britain	From: A competent person, usually the insurer's engineer, arranged by the installer or the client To: The employer who will use the lift, usually the client	After installation and before first use	Referred to	
☐ **Written scheme of examination and initial examination report (pressure systems)** Law: Pressure Systems Safety Regulations 2000, regulations 8 and 9 Applies when: Installed pressure systems within the Pressure Systems Safety Regulations: steam, gas under pressure such as compressed air, or a liquid kept above its boiling point, such as hot water above 110°C. An ordinary pressurised domestic hot water system is not a relevant fluid just because it is pressurised. Where: Great Britain	From: A competent person, arranged by the installer or the client To: The user of the system	The scheme before the system is first operated; the examination, where the scheme provides for one, before first use	Referred to	
☐ **Gas appliance commissioning record** Guidance or industry scheme: HSE: gas safety duties and who they cover Applies when: Gas appliances installed. In premises covered by the Gas Safety (Installation and Use) Regulations 1998, including homes, shops, offices and schools, the work must be done by a Gas Safe registered business. Some industrial premises, such as factories, mines and quarries, are outside those regulations and need a competent person instead, unless the area is used as living or sleeping accommodation. Where: Great Britain	From: The Gas Safe registered installer To: The client or occupier	On commissioning	Referred to	

3. Test, inspection and commissioning certificates	Supplied by / received by	When	H&S file	Done
☐ **Water system flushing, disinfection and legionella information** Guidance or industry scheme: HSE, L8 Legionnaires' disease: the control of legionella bacteria in water systems Where: Great Britain	From: The mechanical contractor or a water treatment specialist To: The client	Before the system is used	Referred to	

4. What the contract usually asks for	Supplied by / received by	When	H&S file	Done
☐ **O&M manual** Contract: BSRIA BG 79/2020, Handover information and O&M manuals Where: Anywhere	From: The principal contractor, compiled from each subcontractor's information To: The client	As the contract says, often at or before practical completion	Referred to	
☐ **As-built (record) drawings** Contract: HSE, L153 Appendix 4 (as-built information in the H&S file) Where: Anywhere	From: The designers and contractors who made the changes, through the principal contractor To: The client	As the contract says	Goes in	
☐ **Warranties and guarantees** Contract: as your contract sets out Where: Anywhere	From: Manufacturers, subcontractors and the principal contractor To: The client and anyone else the contract names	As the contract says	Separate	
☐ **Training, demonstrations, keys, spares and attic stock** Contract: as your contract sets out Where: Anywhere	From: The principal contractor and the specialist subcontractors To: The client and their facilities team	Before or at practical completion	Separate	

5. Information the client needs for their own duties	Supplied by / received by	When	H&S file	Done
☐ **Asbestos information** Law: Control of Asbestos Regulations 2012, regulation 4 Applies when: Non-domestic premises and the common parts of multi-occupancy domestic premises, such as the stairs, corridors and plant rooms of a block of flats, where the dutyholder must assess and manage asbestos. Not the inside of a private home. Separately, asbestos information about any building is needed before construction work disturbs it. Where: Great Britain	From: The client's surveyor, and the principal contractor for anything found during the work To: The dutyholder, usually the client or whoever maintains the premises	At handover, and promptly if anything is found	Goes in	

A guide to what is commonly handed over, not a full list for any job: what a job needs depends on the work, the building, the contract and where it is. It is not legal advice. Building Regulations items are shown for England, with Wales noted where it has its own version; Scotland and Northern Ireland have different building regimes. British Standards are generally voluntary. They may become binding through a contract or a specific legal requirement, and their role depends on the particular standard and the regime that applies; contracts, insurers and building control often expect them.

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