



Handover Completeness Checker

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DOCUMENT RELATIONSHIP SUMMARY

Uploaded documents reviewed

Document	Purpose	Revision / Date	Apparent authority	Relationship / hierarchy established by the evidence	Handover relevance
agreement.docx (<i>Acme Co Service Agreement</i>)	Service agreement for ongoing maintenance services between Acme Co (Client) and Bright Path Consulting (Supplier)	Revision not shown in provided summary; date not shown in provided summary	Apparent primary contract document between the named parties, based on the document description in agreement.docx	No explicit precedence, supersession, amendment, or incorporation wording is shown in the provided chunk	Relevant only insofar as it defines recurring service outputs: monthly maintenance report, quarterly system health review, annual security audit, and 4-business-hour support acknowledgement
amendment.pdf (<i>Acme Co Service Agreement - Amendment 1</i>)	Amendment updating certain terms of the original Service Agreement	Amendment number shown as "Amendment 1"; effective "from the date below", but the actual date is not visible in the provided chunk	Apparent contractual amendment to the original agreement between the same parties, based on the wording in amendment.pdf	Explicitly amends the original Service Agreement. amendment.pdf states that it "updates certain terms of the original Service Agreement" and that "all other terms of the original Service Agreement remain in full effect and are not affected by this amendment."	Relevant to commercial/contract context only; no handover-specific obligations are identified in the provided extract
deliverables.xlsx	Deliverable schedule listing recurring	Revision not shown; date not shown	Apparent working schedule/listing, but	No explicit incorporation into	Potentially relevant to operational

	service outputs and response target		contractual authority is not established by the provided evidence	agreement.docx or amendment.pdf is shown in the provided summary. No precedence statement is available.	support handover because it lists deliverables and a support response target, but its binding status is unverified
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Established document hierarchy and incorporation position

1. amendment.pdf clearly modifies the original agreement.docx for the terms it expressly changes.
2. agreement.docx remains in force for all terms not changed by amendment.pdf, per the wording in amendment.pdf.
3. No uploaded evidence establishes that deliverables.xlsx is contractually incorporated into agreement.docx or amendment.pdf.
4. No uploaded evidence establishes any separate statement of work, specification, handover plan, acceptance procedure, commissioning plan, O&M manual requirement, warranty schedule, training matrix, as-built requirement, or close-out procedure.

Important missing references affecting this review

The uploaded set does **not** include any of the following, all of which would normally be needed to complete a handover completeness check if applicable to the engagement:

- Actual handover package or handover transmittal
- Handover index / document register
- Statement of work / scope / technical specification
- Acceptance criteria or handover procedure
- Test or commissioning records
- Warranty and supplier information
- Training records or competency evidence
- Punch-list / snag / close-out register
- As-built or configuration information
- Fully visible executed amendment date in amendment.pdf
- Evidence that deliverables.xlsx is contractually incorporated

Because only document summaries were provided, exact clause/page references are limited to the best available extract-level references.

EXECUTIVE SUMMARY

Total material findings: 9

- HIGH: 2
- MEDIUM: 6
- LOW: 1

Overall, the uploaded evidence is **insufficient to confirm handover completeness**. The provided documents establish an ongoing maintenance service arrangement and one amendment, but they do **not** establish a handover baseline or provide the actual handover package against which completeness can be tested. As a result, the review cannot verify whether required handover documents exist, nor whether test records, warranty information, training evidence, close-out items, or as-built/configuration information have been delivered.

HIGH findings

- HO-001: No actual handover package or handover index has been uploaded, so the required-versus-delivered comparison cannot be performed.
- HO-002: No governing handover/acceptance baseline has been provided. The uploaded documents define commercial terms and recurring service outputs, but not handover requirements or acceptance criteria.

A further substantive issue is present in the operational baseline:

- agreement.docx states support requests will be acknowledged within **4 business hours**, while deliverables.xlsx states a target of **2 business hours**. Because no incorporation or precedence is shown for deliverables.xlsx, the controlling service level cannot be confirmed.

DETAILED REGISTER

ID	RISK	STATUS / TYPE	REQUIREMENT OR ISSUE	SOURCE REFERENCE(S)	FINDING	PRACTICAL IMPACT	RECOMMENDED ACTION	WHEN
HO-001	HIGH	CANNOT VERIFY	Actual handover package and submission index are required to assess completeness against obligations	Uploaded document set review; only agreement.docx, amendment.pdf, and deliverables.xlsx summaries are provided; no handover package documents uploaded	No actual handover package, handover transmittal, or handover document index is present in the uploaded evidence	The handover completeness check cannot be completed because there is nothing to reconcile against the baseline	Obtain the full handover package and an indexed submission register showing all documents issued for handover	IMMEDIATE
HO-002	HIGH	MISSING INFORMATION	Governing handover/ acceptance baseline must define mandatory close-out deliverables and criteria	agreement.docx - key terms/deliverables extract; amendment.pdf - amended terms extract; deliverables.xlsx - deliverable schedule	The provided documents define recurring maintenance/service outputs and commercial amendments, but no handover plan, scope, specification, acceptance criteria, close-out procedure, or mandatory handover deliverable list is provided	Without a defined baseline, applicability of handover categories and acceptance criteria cannot be established, creating material acceptance and contractual ambiguity	Identify and provide the governing handover baseline documents and confirm document precedence/integration with the agreement set	IMMEDIATE
HO-003	MEDIUM	CANNOT VERIFY	Test and commissioning records	Uploaded document set review; agreement.docx and deliverables.xlsx list service outputs only; no test/commissioning records identified	No test or commissioning records are included in the uploaded evidence, and the provided contract extracts do not establish whether such records are required	Technical readiness and completion evidence cannot be demonstrated if testing/commissioning is in scope under unprovided baseline documents	Provide the applicable test/commissioning record set, or formally confirm that testing/commissioning records are not required under the governing scope	BEFORE ACCEPTANCE
HO-004	MEDIUM	CANNOT VERIFY	Warranty and supplier information	Uploaded document set review; no warranty certificates, supplier list, or manufacturer support information identified	No warranty documentation or supplier/manufacturer information is included in the uploaded evidence, and no requirement baseline is provided to confirm applicability	If warranties or supplier contacts are required for support transition, the receiving party lacks essential operational/commercial information	Provide warranty schedules, certificates, supplier/manufacturer contact details, and support terms, or confirm non-applicability under the governing scope	BEFORE ACCEPTANCE
HO-005	MEDIUM	CANNOT VERIFY	Training and competency evidence	Uploaded document set review; no training records, attendance sheets, competency sign-off, or user guidance identified	No training completion evidence or competency records are present, and no baseline document confirms whether training is required	The receiving party cannot evidence operational readiness or user/support preparedness if training is part of handover	Provide training materials, attendance/sign-off records, and any competency evidence, or confirm non-applicability under the governing scope	BEFORE ACCEPTANCE
HO-006	MEDIUM	CANNOT VERIFY	Outstanding punch-list / close-out items	Uploaded document set review; no defect list, snag list, exception list, or close-out tracker identified	No punch-list or residual close-out register is provided	There is no evidence of whether outstanding items exist, are accepted subject to close-out, or are fully	Provide a close-out register showing open/closed items, owners, due dates, and acceptance	BEFORE ACCEPTANCE

						resolved	status, or confirm that none exists/apply	
HO-007	MEDIUM	CANNOT VERIFY	As-built and configuration information	Uploaded document set review; no as-built records, configuration baseline, asset register, or system documentation identified	No as-built or configuration information is included in the uploaded evidence	If operational support depends on current-state technical/configuration data, maintainability and change control will be impaired	Provide as-built/ configuration records and baseline identifiers, or confirm non-applicability under the governing scope	BEFORE ACCEPTANCE
HO-008	MEDIUM	PARTIAL / INCONSISTENT BASELINE	Support response commitment is inconsistent across uploaded documents	agreement.docx - response time: "acknowledge all support requests within 4 business hours"; deliverables.xlsx - "Support response" note: "Target: acknowledge within 2 business hours"	The support acknowledgement target is inconsistent between agreement.docx and deliverables.xlsx, and no evidence establishes that deliverables.xlsx is incorporated or has precedence	This creates avoidable service-level ambiguity at transition to support and may lead to dispute over expected response performance	Formally confirm the controlling support response requirement and record it in an executed contractual document or incorporated service schedule	IMMEDIATE
HO-009	LOW	CANNOT VERIFY	Effective date of Amendment 1	amendment.pdf - "effective from the date below", but actual date not shown in provided chunk	The amendment effective date cannot be verified from the uploaded extract	Timing of revised payment, liability, and termination terms cannot be confirmed from the present evidence	Provide the full executed amendment showing the effective date and signatures/page containing the date	IMMEDIATE

MISSING INFORMATION

Related finding(s)	Evidence / document needed	Why needed
HO-001, HO-002	Full handover package, handover transmittal, and handover index / document register	Needed to compare required versus delivered handover content
HO-002	Statement of work, technical specification, handover plan, acceptance criteria, close-out procedure, or equivalent governing baseline documents	Needed to establish what handover documents are actually required
HO-003	Test plans, test reports, commissioning records, witness records, or formal confirmation of non-applicability	Needed to verify whether testing evidence is required and complete
HO-004	Warranty certificates, warranty schedule, supplier/manufacturer list, support contacts, and applicable support terms	Needed to verify warranty/supplier handover completeness

HO-005	Training materials, attendance records, sign-off sheets, competency assessments, or formal confirmation of non-applicability	Needed to verify training and competency handover completeness
HO-006	Punch-list / snag / exception / residual defect register with closure status	Needed to verify whether open close-out items remain at handover
HO-007	As-built records, configuration baseline, asset register, and current-state technical documentation	Needed to verify operational/configuration handover completeness
HO-008	Executed document or correspondence proving incorporation/precedence of deliverables.xlsx	Needed to resolve the 2-hour versus 4-hour support response inconsistency
HO-009	Full executed copy of amendment.pdf showing the effective date	Needed to confirm when amended terms became operative

PRIORITISED ACTION REGISTER

PRIORITY	WHEN	RELATED FINDING(S)	ACTION	OWNER / PARTY TO CONFIRM
1	IMMEDIATE	HO-001, HO-002	Issue the governing handover baseline and the full handover package, including an indexed submission register	Acme Co / Bright Path Consulting
2	BEFORE ACCEPTANCE	HO-003, HO-004, HO-005, HO-006, HO-007	Reconcile the handover package against the approved baseline and either submit the missing technical/close-out records or formally confirm non-applicability for each category	Bright Path Consulting to submit; Acme Co to review/accept
3	IMMEDIATE	HO-008	Confirm the controlling support acknowledgement target and formal status of deliverables.xlsx; capture the agreed position in an executed contractual or incorporated document	Acme Co / Bright Path Consulting
4	IMMEDIATE	HO-009	Provide the complete executed amendment showing the effective date	Acme Co / Bright Path Consulting

FINAL ASSESSMENT

On the uploaded evidence, the document set is **not sufficient to demonstrate handover completeness** for the purpose of this review.

The evidence establishes:

- an underlying service agreement in agreement.docx,
- a partial amendment in amendment.pdf, and
- a deliverables listing in deliverables.xlsx.

However, it does **not** establish:

- the governing handover/acceptance baseline,
- the contractual status of deliverables.xlsx,
- or the actual handover package itself.

Accordingly, the review cannot confirm the presence or completeness of handover documents, test/commissioning evidence, warranty/supplier data, training records, close-out status, or as-built/configuration information. The only clear cross-document inconsistency identified in the uploaded evidence is the unresolved support response target of **4 business hours** in agreement.docx versus **2 business hours** in deliverables.xlsx.

The immediate priority is therefore not acceptance of the handover, but **completion of the evidence base** so that a proper handover completeness assessment can be performed.

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