



cedaGuides[®]

Standard Contract
& Advice Documents



Project Management

Appliance Handover Document

Using this document

The highlighted areas indicate where you need to add your company details and then simply insert your logo in place of the ceda logo.



ceda members details

Customer	
Site address	
Post Code	
Date of handover	

Job reference	
Name of technician	
Item(s) installed	
Date of installation	

Checklist	
Is an RCD in place on the electrical supply?	Yes/No
Has the RCD been tested and is working?	Yes/No
Can the customer confirm date of last fixed wiring inspection?	Yes/No
If Yes, please input the date.	
Is the local isolator easily accessible	Yes/No
Has electrical equipment been installed as per manufacturer's instructions?	Yes/No
If no, please state why.	
Has gas equipment been installed to meet current requirements?	Yes/No
Has water connection been installed to meet current regulations?	Yes/No
Equipment has been installed to manufacturer's instructions, tested and customer has confirmed this?	Yes/No
Has equipment been tested and is it in working order?	Yes/No
If no, please state why:	
Has equipment been installed to meet the manufacturer specific guidelines, as per manual?	Yes/No
If no, please state why:	
Has essential staff training been provided to prevent misuse of equipment?	Yes/No
Has customer been made aware of maintenance and service requirements and responsible parties identified?	Yes/No
Have user manuals been left on site?	Yes/No
Detail any further actions required by Installer:	
Detail any further actions required by Customer:	

Materials and parts	
Parts used.	
Parts required.	
Parts returned.	

Technician Sign-off	Name	Signature
I confirm that I have completed the installation in accordance with the above.		

Customer Sign-off	Signature	Name
I can confirm that the equipment has been installed effectively and documentation handed over: OEM Manuals, Commissioning sheet, installer work sheet and readings:		
		Email address

Scope of responsibility.
 Accepted practice in the Foodservice Equipment (FSE) industry in the United Kingdom is that the responsibility of the installer and maintainer extends only to the local, safe and appropriate isolation. The correct and safe supply of all services is the responsibility of the building owner or their designated agents.
 FSE suppliers and installers should be able to pass on equipment manufacturers' requirements and these should be provided in advance of installation. (Current legislation and regulation must also be observed).

Signature to confirm understanding and acceptance of above.	Name	
Customer Action	Signature	Name
If customer action required: I can confirm I recognise and understand the requirements highlighted in this paperwork:		