

TURNOVER HANDOVER DOSSIERS

STRAVIK Construction Group · Controlled Document

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STV-QMS-PRO-013	00 (Initial Issue)	2026-10-24	[QUALITY / HSE MANAGER]	Issued for review / pending approval

Management system alignment: This document is aligned with ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 requirements as applicable. STRAVIK Construction Group does not claim third-party certification to these standards. Florida Certified General Contractor License No. [FL LICENSE NO.].

REVISION HISTORY

Rev.	Date	Description of Change	Prepared By	Approved By
00	2026-10-24	Initial issue for STRAVIK Construction Group	[PREPARED BY]	Michael Gaya, President

1. PURPOSE

To define the process and documentation required for the preparation, review, and submission of project turnover and handover dossiers, including all as-built drawings, test certificates, and related completion records, ensuring full compliance with client specifications, contract requirements, and STRAVIK Construction Group' Quality Management System.

2. SCOPE

This procedure applies to all construction projects executed by STRAVIK Construction Group, covering:

- Civil, structural, architectural, MEP, and infrastructure works.
- Final documentation to be delivered to the Client, Consultant, or Owner's Representative.
- Compilation of as-built drawings, test records, inspection results, O&M manuals, warranties, and certifications required for project closeout.

3. RESPONSIBILITIES

Role Responsibility

Ensures timely preparation and submission of turnover Project Manager dossiers in coordination with QA/QC and Engineering.

Verifies completeness, accuracy, and traceability of all quality QA/QC Manager and test documentation prior to client submission.

Site Engineer / Updates and validates as-built drawings and field redlines. Discipline Engineer

Role Responsibility

Compiles, indexes, and formats the dossier per project Document Controller requirements; maintains soft and hard copies.

Client / Consultant Reviews and approves submitted dossiers for project Representative handover.

4. DOSSIER STRUCTURE AND CONTENTS

Each Turnover / Handover Dossier shall include, as applicable:

Section Description / Document Type

Project title, contract number, dossier volume number, and 1. Cover Page & Index table of contents.

Sign-off sheet with signatures from Contractor, Consultant, 2. Approval Page and Client representatives.

Stamped and signed drawings reflecting all field 3. As-Built Drawings modifications and final installations.

Laboratory, NDT, calibration, and field test reports (e.g., 4. Test Certificates concrete strength, rebar tests, compaction, pressure, continuity).

ITRs / ITPs linked to the Quality Control Plan with dates 5. Inspection & Test Records and acceptance stamps.

6. Material Submittals & Final approved copies of material submittals, datasheets, Approvals and COAs.

7. Calibration Certificates Valid certificates for testing equipment used in the project.

8. Operation & Maintenance Manufacturer O&M manuals, warranties, and equipment Manuals datasheets.

9. Non-Conformance & Closeout records of all NCRs raised and their verified Corrective Action Records resolutions.

Section Description / Document Type

Safety compliance certificates, permits, and incident-free 10. HSE Records completion declarations.

11. Photographic Before / during / after construction photos for traceability. Documentation

Substantial and final completion certificates, client sign-off 12. Completion Certificates sheets.

5. DOSSIER SUBMISSION LOG TEMPLATE (Part A)

Client / Status Proje Consulta (Approve

Dossier	Disciplin Descriptio Volum	Date	Submitte	Remar
ct	nt	d/		
No. Name	e / Area	n	e No. Submitted d By Received Pending / By Resubmit)	ks

As-Built Exam Drawings

ple	Structura + Concrete	10/31/20 John	Compl	
TD-001	Vol. 1	[NAME]	Approved	
Proje l ct	Test Certificate s	25	Smith	ete

6. DOSSIER QUALITY CHECKLIST (Part B) Compliant Remarks / Checklist Item Verification Point (Y/N)

Reference

All drawings marked "As-Built" and Verified on title signed by authorized engineer block

All test certificates correspond to ITP Verified with and approved procedures QA/QC records
Compliant Remarks / Checklist Item Verification Point (Y/N) Reference
Calibration certificates valid at time of Verified with QA testing database
Index and pagination complete and Verified consistent
All NCRs closed prior to final Verified submission
Client acknowledgment sheet signed Verified

7. RECORDS & APPROVALS

Reviewer Department Signature / Date Comments
QA/QC Manager Quality
Project Manager Operations
Document Controller Project Controls
Client / Consultant External
President Final Approval

8. RECORD RETENTION

- All turnover / handover dossiers shall be retained for a minimum of 10 years from project completion.
- Maintain both hard copy (bound volumes) and digital archive (PDF format) in the company's Quality Management System (QMS) repository or approved client database.
- Updates or corrections after submission must be reissued with a new revision and recorded in the Dossier Register.

APPROVAL

Role	Name	Title	Signature	Date
Prepared By	[PREPARED BY]	[TITLE]		
Reviewed By	[QUALITY / HSE MANAGER]	[TITLE]		
Approved By	Michael Gaya	President		

This document is reviewed at least annually, or upon significant organizational, legal or operational change, and re-issued under document control per STV-GOV-POL-011.