



MAGNUM CONSTRUCTION SERVICES INC.

TURNOVER / HANDOVER DOSSIERS (AS-BUILT DRAWINGS, TEST CERTIFICATES)

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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 Magnum Construction Services' Quality Management System.

2. SCOPE

This procedure applies to all construction projects executed by **Magnum Construction Services Inc.**, 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.
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3. RESPONSIBILITIES

Role	Responsibility
Project Manager	Ensures timely preparation and submission of turnover dossiers in coordination with QA/QC and Engineering.
QA/QC Manager	Verifies completeness, accuracy, and traceability of all quality and test documentation prior to client submission.
Site Engineer / Discipline Engineer	Updates and validates as-built drawings and field redlines.



Role	Responsibility
Document Controller	Compiles, indexes, and formats the dossier per project requirements; maintains soft and hard copies.
Client / Consultant Representative	Reviews and approves submitted dossiers for project handover.

4. DOSSIER STRUCTURE AND CONTENTS

Each Turnover / Handover Dossier shall include, as applicable:

Section	Description / Document Type
1. Cover Page & Index	Project title, contract number, dossier volume number, and table of contents.
2. Approval Page	Sign-off sheet with signatures from Contractor, Consultant, and Client representatives.
3. As-Built Drawings	Stamped and signed drawings reflecting all field modifications and final installations.
4. Test Certificates	Laboratory, NDT, calibration, and field test reports (e.g., concrete strength, rebar tests, compaction, pressure, continuity).
5. Inspection & Test Records	ITRs / ITPs linked to the Quality Control Plan with dates and acceptance stamps.
6. Material Submittals & Approvals	Final approved copies of material submittals, datasheets, and COAs.
7. Calibration Certificates	Valid certificates for testing equipment used in the project.
8. Operation & Maintenance Manuals	Manufacturer O&M manuals, warranties, and equipment datasheets.
9. Non-Conformance & Corrective Action Records	Closeout records of all NCRs raised and their verified resolutions.



Section	Description / Document Type
10. HSE Records	Safety compliance certificates, permits, and incident-free completion declarations.
11. Photographic Documentation	Before / during / after construction photos for traceability.
12. Completion Certificates	Substantial and final completion certificates, client sign-off sheets.

5. DOSSIER SUBMISSION LOG TEMPLATE (Part A)

Dossier No.	Project Name	Discipline / Area	Description	Volume No.	Date Submitted	Submitted By	Client / Consultant Received By	Status (Approved / Pending / Resubmit)	Remarks
TD-001	Example Project	Structural	As-Built Drawings + Concrete Test Certificates	Vol. 1	10/31/2025	John Smith	R. Davis	Approved	Complete

6. DOSSIER QUALITY CHECKLIST (Part B)

Checklist Item	Verification Point	Compliant (Y/N)	Remarks / Reference
All drawings marked "As-Built" and signed by authorized engineer	Verified on title block		
All test certificates correspond to ITP and approved procedures	Verified with QA/QC records		

Checklist Item	Verification Point	Compliant (Y/N)	Remarks / Reference
Calibration certificates valid at time of testing	Verified with QA database		
Index and pagination complete and consistent	Verified		
All NCRs closed prior to final submission	Verified		
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		
Executive Director	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**.