



Field-to-office job handoff checklist

Before the office chases a photo, a reading or an approval: review the job file.

JOB REFERENCE

REVIEW DATE

FIELD REVIEWER

OFFICE REVIEWER

- ☐ Customer and job reference match the records in the file.
- ☐ The agreed scope and current version are easy to find.
- ☐ Field photos are linked and labeled with location and date.
- ☐ Required readings and logs are attached, as defined by the qualified team.
- ☐ New findings and scope changes are recorded for review.
- ☐ Required customer authorizations and open decisions are identified.
- ☐ Each missing item has a responsible person and a follow-up date.
- ☐ The office reviewer has checked what is ready and what is still missing.

STILL MISSING? NAME THE NEXT ACTION.

ITEM / NEXT ACTION

RESPONSIBLE PERSON

DUE DATE

This checklist organizes records and responsibility. Your qualified team defines technical, safety and completion requirements. A tick does not authorize billing or closing a job.

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