

TAKING - OVER CERTIFICATE (In case of partial take-over precede title by "PARTIAL")

Project No:

Project Title:

Contract No. : dated:
 incl. Supplement dated dated:

Contractor:

This is to certify that the Works of the subject contract incl. its supplement(s) have been completed to the satisfaction of the representatives named below and are being taken over as of

..... 20....

Following a joint inspection of the building(s)/installation(s) by the persons named below it has been ascertained that they have been carried out according to the Contract. Faults and defects and / or outstanding works have / have not been determined as listed on the attached sheet.

The following persons participated in the joint inspection as representative for

the Employer	
the Engineer	
the Contractor	

(insert names in printed letters)

The faults and defects found and listed shall be eliminated and the outstanding Works/missing items (if any) shall be completed/installed without delay, definitely not later than

..... 20....

All rights on the part of the Employer concerning liability and maintenance shall remain unaffected. The Employer reserves the right to avail himself of the contract penalty clause insofar as this has been agreed.

The execution of the Works has been completed as of
 With the building(s)/installation(s) completed and taken-over at the date stated above the **Defects Liability Period** commences at that same date and ends at

This Certificate shall be drawn up in three identical copies with one copy each for the three representatives signing below

..... Employer's Representative	 Supervising Engineer	 Contractor's Representative
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Encl.: List of defects and/or outstanding works

ENCLOSURE TO TAKING-OVER CERTIFICATE

Project No:

Project Title:

Contract No. : dated:
incl. Supplement dated dated :

Contractor:

LIST OF DEFECTS AND/OR OUTSTANDING WORKS

1. The following faults and defects have been found and established during the joint inspection at the date of taking-over stated on the front page :

2. The following outstanding Works / missing items have been found and established during the joint inspection at the date of taking-over as above :

3. This **Partial Taking-Over Certificate** does not apply to the whole of the Contract stated above, but to the following parts/portions of work only :

.....
Employer's Representative

.....
Supervising Engineer

.....
Contractor's
Representative