



Fire & Security Handover Readiness Checklist

A practical preparation aid for commissioning managers, M&E; project directors, QA and handover leads, principal contractors and operators approaching IST, witness testing, acceptance or occupation.

Use this checklist to prepare a focused internal review.

It is not a compliance certificate and it does not replace the project fire strategy, approved design, commissioning obligations, applicable standards or legal advice.

Project details

Project / campus	
Building / system boundary	
Milestone and date	
Lead contact	
Current matrix revision	
Known critical risk	

Fast triage - stop and resolve before formal testing where any answer is “No”

- ☐ Is the agreed fire strategy / design basis available and current?
- ☐ Is the cause-and-effect matrix revision controlled and aligned with the test script?
- ☐ Are critical dependent systems commissioned far enough to support the planned scenarios?
- ☐ Are active faults, isolations, temporary software and disabled outputs recorded?
- ☐ Can the team capture logs, timings, witness evidence, defects and retest references?
- ☐ Is there a safe reset / recovery plan and clear authority to stop a scenario?

1. Design intent and test boundary

Check	Readiness point	Owner	Evidence / reference
☐	Confirm the fire strategy, approved design information, specification and agreed acceptance basis available for the review.		
☐	Define the buildings, panels, networks, loops, ASD systems and dependent systems included in the milestone.		
☐	Record explicit exclusions and assess whether an exclusion changes the expected building response.		
☐	Confirm the current cause-and-effect matrix, sequence logic and associated drawing references.		
☐	List approved variations, design changes, departures and unresolved technical queries.		
☐	Identify the responsible technical authority for each system and each cross-system interface.		

2. Fire alarm, network and ASD prerequisites

Check	Readiness point	Owner	Evidence / reference
☐	Confirm panel, network, device, loop and interface commissioning has reached the agreed prerequisite stage.		
☐	Record active faults, isolations, disabled devices / outputs, temporary links and incomplete works.		
☐	Control software versions, panel databases, configuration files and backups used for the test.		
☐	Confirm device, zone, panel and network references align across drawings, labels, scripts and event logs.		
☐	For ASD, confirm sampling pipe records, baseline evidence, thresholds and relevant airflow conditions.		
☐	Identify whether final Day-1 HVAC, containment or pressure conditions differ from static commissioning conditions.		
☐	Confirm alarm transmission, monitoring and fault reporting can be observed and evidenced.		

3. Cause-and-effect and interface readiness

Check	Readiness point	Owner	Evidence / reference
☐	Prioritise sequences by life-safety consequence, complexity and likelihood of an interface failure.		
☐	Confirm AHU, fan, smoke-control, damper, plant and BMS responses expected for each scenario.		
☐	Confirm access-control release, fail-safe / fail-secure behaviour, REX, mantrap and safe-egress dependencies.		
☐	Confirm suppression pre-alarm, double-knock, release, abort and monitoring interfaces where applicable.		
☐	Confirm lift recall / homing, PA/VA, visual alarm, control-room and external monitoring actions.		
☐	Define expected timing, feedback, status indication, operator action, reset and recovery for each interface.		
☐	Assign an evidence owner for every third-party response included in the test.		

4. Test script and witness control

Check	Readiness point	Owner	Evidence / reference
☐	Give every scenario a unique reference used consistently in scripts, logs, defects, photographs and retest records.		
☐	State prerequisites, initiating event, expected response, timing, evidence points, stop criteria and recovery steps.		
☐	Confirm who controls the test, who triggers, who records, who can stop and who accepts the result.		
☐	Plan communications between fire, security, mechanical, BMS, controls, commissioning and client teams.		
☐	Confirm safe access, permits, plant state, occupancy restrictions and operational constraints.		
☐	Agree how partial passes, unexpected behaviour and unavailable evidence will be classified.		
☐	Protect adequate time for reset, fault clearance, evidence capture and controlled retest.		

5. Evidence, defects and close-out

Check	Readiness point	Owner	Evidence / reference
☐	Prepare commissioning certificates, detailed test records, event logs and witness sheets for the agreed boundary.		
☐	Link each observed deviation to a defect owner, priority, corrective action and required closure evidence.		
☐	Do not close a technical defect solely because an administrative status changed.		
☐	Use the same expected outcome when retesting after correction and link the retest to the original result.		
☐	Update the final matrix, script, drawing, software reference and defect register where the accepted position changed.		
☐	Record approved deviations, partial passes, limitations and residual risks clearly.		

- ☐
- Produce a concise readiness / handover summary for project leadership and operational teams.

6. Handover and Day-1 operation

Check	Readiness point	Owner	Evidence / reference
☐	Confirm as-built drawings, zone information, device / asset references and configuration records are retrievable.		
☐	Confirm O&M; information, software backups, specialist settings and maintenance requirements are included.		
☐	Confirm operator instructions, emergency procedures, escalation routes and training records are complete.		
☐	Identify known limitations, temporary measures and post-handover actions with owners and dates.		
☐	Confirm the final evidence repository is controlled, searchable and accessible to the people who need it.		
☐	Agree the owner of unresolved actions after acceptance and the process for proving final closure.		

Readiness summary

Use this page at the pre-IST / pre-handover review to record the agreed position.

Readiness rating	READY / READY WITH ACTIONS / NOT READY
Highest consequence gap	
Actions required before milestone	
Residual risks accepted for test / handover	
Decision owner	
Review date and next checkpoint	

Need an independent project triage?
Send the project stage, system boundary and immediate risk to
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