

Excavation Activity Closure and Handover Form

Project & Excavation Details

Project Name

Excavation Reference No.

Location

Date of Closure

Brief Scope of Work

Closure Checklist

Item	Yes	No	N/A	Remarks
Area backfilled and compacted	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Surface reinstated as per requirement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Barriers and signages removed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Area cleaned and debris removed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Other Comments

Handover Details

Handover To (Department/Person)

Handover Date

Handover Remarks

Signatures

Excavation Supervisor

Name

Receiving Department / Person

Name