The following pages provide a complete Handover Form which must be completed by the ITO ComOps Manager prior to formally handing over control of the deal.

## Contract Details

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| --- | --- |
| **Customer** |  |
| **Customer Contact (name/email/tel no.)** |  |
| **Project Name** |  |
| **Proposal ref no.** |  |
| **PO Number** |  |
| **PO Receipt Date** |  |
| **ITO ComOps Manager** |  |
| **OTR Project Manager / Director** |  |
| **Contract reference number** |  |
| **Proposed Manufacturing Plant(s)** |  |
| **1st delivery date** |  |
| **Title & risk transfer point**  **(include contract reference)** |  |

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| **ACTIVITY** | **RESULT** | **COMMENTS / OPEN ISSUES** |
| STEP 1 – RECEIPT OF CUSTOMER ORDER | Date & Time |  |
| This step begins the Acceptance Process |  |
| Within Bid Validity? | Yes / No |  |
| Signed Copy / Equivalent? | Yes / No |  |
| Correct Legal Entity? | Yes / No |  |
| STEP 2 – INITIAL SCREENING | Date & Time |  |
| ITO ComOps conduct a high-level screening for basic information prior to proceeding with more detailed PO or LOI verification or approval. |  |

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| STEP 3 – LOI APPROVAL VERIFICATION | Date & Time |  | |
| When the customer order is in the form of a Letter of Intent (or the equivalent), ITO ComOps will ensure that approval has been given, via DOA, for LOI acceptance. |  |
| LOI Approval per DOA? | Yes / No |  | |
| STEP 4 – PO/CONTRACT DETAILED SCREENING | Date & Time |  | |
| ITO ComOps screens the PO ensuring information contained within the matches internal approvals given during the Bid/Proposal. |  |
| Ts & Cs Match? | Yes / No |  | |
| Scope of Work Match? | Yes / No |  | |
| Prices Match? | Yes / No |  | |
| Delivery Schedule Match? | Yes / No |  | |
| INCO Terms Match? | Yes / No |  | |
| Payment Terms Match? | Yes / No |  | |
| STEP 5 – SCHEDULE VERIFICATION (optional) | Date & Time |  | |
| ITO ComOps has validated the schedule and with Supply Chain Master Scheduling, Engineering, Sourcing & Project Management and that the customer schedule can still be met. |  |
| Master Scheduling Confirmed? | Yes / No |  | |
| Engineering Confirmed? | Yes / No |  | |
| Sourcing Confirmed? | Yes / No |  | |
| Project Management Confirmed? | Yes / No |  | |
| STEP 6 – ORDER ACCEPTANCE | Date & Time |  | |
| Final Acceptance of the Customer Order, Recording of the Acceptance, Communication of the Acceptance.  (Date/Time of Acceptance is recorded in Deal Machine) |  |
| STEP 9 –DATA GATHERING & TASK COMPLETION | Date & Time |  | |
| For EPC Projects, detailed data collection & preparatory tasks are completed before ITO – OTR handover. |  |
| Full Cost Breakdown Updated? | Yes / No |  | |
| Project Execution Plan Updated? | Yes / No |  | |
| Detailed Handover Transfer Package Complete? | Yes / No |  | |
| New Part Numbers Created? | Yes/No/NA |  | |
| STEP 10 –SUPPORTING TASKS AND APPROVALS | Date & Time |  | |
| For EPC Projects, supporting tasks and approvals are completed before ITO – OTR handover |  |
| Master Scheduling Approval? | Yes/No/NA | Date & Time: |  |
| Sourcing Approval? | Yes/No/NA |  |
| Engineering Approval? | Yes/No/NA |  |
| Commercial Finance Approval? | Yes/No/NA |  |
| All Other Approvals Complete? | Yes/No/NA |  |
| STEP 11 –HANDOVER MEETINGS | Date & Time |  | |
| Conduct of the Preliminary & Formal Handover Meetings. Completion of final approvals & legal checklist. Completion of Handover. |  |
| Preliminary Handover Meeting Date/Time |  |  | |
| Formal Handover Meeting Date/Time |  |  | |
| All Approvals Complete? | Yes / No |  | |
| Legal Review Checklist Complete? | Yes/No/NA |  | |
| STEP 12 – DETAILED HANDOVER – FINAL HANDOVER | Date & Time |  | |
| Final Acceptance of Handover by OTR Project manager/ Director. |

## FINAL SIGN-OFF

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| **All Commercial, Contract and Technical risk mitigation and open clarifications must be reviewed with the OTR team. The ITO Tool, Commercial and Technical Risk Registers shall be used to support these reviews.**  Any Resulting Action Items should be assigned names, due dates, and tracked using the Proposal Support Tool to ensure timely completion. |
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| **As the OTR Designated Representative, my signature below (or the electronic equivalent\*) indicates my Acceptance of this Handover. OTR takes responsibility and accountability for the completion of this Customer Order.** |

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| **ITO ComOps Manager Completing Handover:** | | | **OTR Project Manager/Director Accepting Handover:** | | |
| **Name** |  |  | **Name** |  |  |
|  | | |  | | |
| **Date\*** |  |  | **Date\*** |  |  |
|  | | |  | | |
| **Signature\*** |  |  | **Signature\*** |  |  |
|  | | |  | | |

\* Electronic (email) proof of signature, verifying OTR Project Leader Acceptance of Handover may be used in lieu of hard copy signature.