



SITEPACK
— STUDIOS

UK EDITION

JCT SBC 2016 · 2024

START EARLY · BEAT THE SCRAMBLE

PRE-HANDOVER PREPARATION.

A week-by-week countdown to Practical Completion. Run these steps in order and you walk into the CA inspection already organised — not chasing paperwork on the last day.

WHY START 4-6 WEEKS OUT

Handover falls apart when it's left to the final days. Starting early — about **4-6 weeks before Practical Completion** — avoids the scramble and keeps the certificate on programme.



THE COUNTDOWN

6 WEEKS → PC DAY

DOCUMENT COLLECTION

6

WEEKS BEFORE

SEND THE "URGENT" SUBCONTRACTOR EMAIL

- ☐ **Begin gathering O&M manuals, as-builts & warranties** from your subcontractors.
- ☐ **Chase subcontractor paperwork** — test certificates and commissioning records — before it goes cold.

4

WEEKS BEFORE

SELF-INSPECTION

FIX YOUR ISSUES FIRST

- ☐ **Your own pre-completion inspection** — walk the works yourself, room by room.
- ☐ **Clear your own snagging list** — fix what YOU find before the CA does.

2

WEEKS BEFORE

SCHEDULE & FINALISE

PROPOSE 2 DATES • H&S FILE READY

- ☐ **Book statutory sign-offs** — Building Control completion certificate and fire safety inspection.
- ☐ **Finalise the handover pack** — H&S file, EPC, test certificates and as-builts.
- ☐ **Give written notice for the PC inspection** to the Contract Administrator.

0

WEEKS • NOW

INSPECTION READY

HANDOVER PACK ORGANISED



Prepare the handover pack —
everything indexed and ready to issue to
the CA.



YOU'RE READY FOR PRACTICAL COMPLETION.

The CA inspection and Certificate of Practical Completion come next — see the SitePack Practical Completion guide.

IF THIS IS A HIGHER-RISK
BUILDING

· BUILDING SAFETY ACT
2022

THE COUNTDOWN ABOVE IS NOT ENOUGH

Higher-Risk Buildings — broadly 18m or 7+ storeys with at least two residential units — follow the Building Safety Regulator's gateway regime instead of the standard Building Control completion route. Practical Completion under the contract does not permit occupation on its own.

- **Gateway 3 application** — a completion certificate application is made to the Building Safety Regulator, with the as-built information set. Work cannot be signed off by a normal Building Control body.
- **Golden thread handover** — building information must be maintained digitally throughout, kept accurate and accessible, and transferred to the Accountable Person at completion.
- **Occupation is gated** — the building cannot be occupied until the BSR issues the completion certificate, so allow for BSR review time in your programme, not just the PC date.

BUILT FOR SITE. READY TO USE.

Educational pre-handover checklist for UK construction projects under JCT SBC 2016 / 2024 — for orientation, not legal advice. Always follow your contract documents.

SITEPACK **STUDIOS**
UK CONTRACTOR
EDITION