

**CORRECTIONAL SERVICE OF CANADA**  
**TECHNICAL SERVICES BRANCH**  
**ELECTRONICS SYSTEMS**  
**MAINTENANCE HANDOVER REPORT FORM**

**INSTITUTION:**

**DATE:**

**SYSTEM/EQUIPMENT:**

**APPLICABLE CONTRACT NO:**

DSS FILE NO:  
SPECIFICATIONS:

**EQUIPMENT SUPPLIER (NAME AND ADDRESS):**

**SUPPLIER CONTACT (NAME AND TELEPHONE):**

**WARRANTY DETAILS:**

Expiry date on materials/parts:

Expiry date on installation:

Expiry date on factory labor:

Travel & living expenses during the warranty period:

chargeable to CSC ☐

not chargeable to CSC ☐

Equipment transportation costs are paid by CSC for:

sending to the supplier ☐

returning from the supplier ☐

Negotiated rates for emergency repairs at site due to misuse/abuse during warranty period are as follows:

Not applicable.

Negotiated rates for labor at site after warranty period are as follows:

Not applicable.

**DEFICIENCIES:**None remain ☐List attached ☐**DOCUMENTATION:**

Maintenance manual:

Supplied ☐

Due by ;

As-built drawings, cabling and wiring diagrams:

Supplied ☐

Due by ;

Acceptance test results:

Supplied ☐

Due by ;

**DISTRIBUTION OF DOCUMENTATION:**

1 copy to CESM sent on:

1 copy to RATIS/RTEO sent on:

2 copies to institution sent on:

**SPARES:**All delivered ☐

Delivery to be completed by ;

**EQUIPMENT LIST:**See attached list. ☐**MAINTENANCE TRAINING:**Completed ☐

Scheduled for ;

**SIGNATURE:** Project Manager**DISTRIBUTION:** CESM, NHQ  
RATIS/RTEO, RHQ  
AWMS, Institution