Engineering file handover



We package up to 50 design files with a manifest, revision list and recipient instructions.

Who it helps

Product teams and small manufacturers

The problem to solve

A design handover becomes risky when recipients cannot tell which files belong together or which revision to use.

Working through the brief

1. **Inventory up to fifty design files**

   Gather the agreed inputs. Approved drawings and parts data, revision status and intended handover.

2. **Reconcile revision details**

   Track “File and format” and “Revision” together so the reviewer can connect the source information to the result.

3. **Prepare recipient instructions**

   Use the manifest to check completeness and identify who can answer questions after transfer.

4. **Check the scope at handover**

   Reference work from approved inputs. Site checks, production release and independent sign-off are separate.

Worked example

The receiving team gets native files and exports. Link each export to its source revision in the handover manifest.

Read the service scope / ENG-029

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