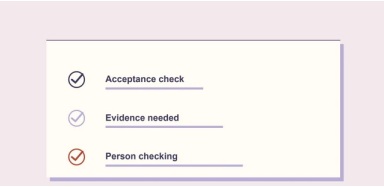
# Service acceptance checklist




We define ten completion checks and evidence requirements for one repeatable client service.

### Who it helps

Operations directors and team managers

### The problem to solve

Teams may complete the same service differently if they lack a shared definition of a finished deliverable.

## Working through the brief

1. **Review the service scope**

   Gather the agreed inputs. Existing procedures, approved policies or a recorded walkthrough.

2. **Define ten completion checks**

   Track “Acceptance check” and “Evidence needed” together so the reviewer can connect the source information to the result.

3. **Specify the supporting evidence**

   Use the checklist to confirm when work is ready for handover and which evidence to retain.

4. **Check the scope at handover**

   External audit, certification, software and additional teams are separate.

**Worked example**

A file opens successfully but uses the wrong revision. Include revision and completeness in the acceptance check.

Read the service scope / OPS-009

**Sparkle Solutions Group Ltd.**

info@sparklesolgroup.com +44 20 3307 6468 sparklesolgroup.com

71-75 Shelton Street, Covent Garden, London, WC2H 9JQ, United Kingdom