

0-05

Handover and Offboarding

What you receive each week and at the end, how access is removed, and the forms for rights transfer and deletion.

Axdale. Software engineering by Michael Lip, Warsaw, Poland (CET).

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This document says what you receive at the end of each week and at the end of the engagement. It also shows how I remove my access and how I confirm deletion. The forms in part C and part D are not legal advice. Each party should ask its own lawyer to check them.

A. At the end of each week

You receive these items by 18:00 CET on the last Working Day of the week.

No.	Item	Where it lives
1	Pull requests with tests, each linked to an acceptance criterion	Your repository
2	The weekly report, with the status of each criterion, the pull requests, the measurements, the hours, the risks and the plan for next week	Email and your tracker
3	A handover note with run, test, change, known issues, next steps and access	A Markdown file in the repository
4	Evaluation sets, scripts and prompts the week created	Your repository
5	The hours log by day	Inside the weekly report
6	The list of access I hold today, with the date each one was granted	Inside the handover note

No.	Item	Where it lives
7	The invoice for the next paid week, only if you continue	Email to your finance contact

You then have 5 Working Days to tell me in writing which criteria fail. After that, the week counts as accepted. In a paid week I fix a failed criterion at no charge if you report it within 10 Working Days.

B. At the end of the engagement

The engagement ends when either party sends written notice. The notice takes effect at the end of the Working Day on which it arrives, unless it names a later date.

When	What I do	What you receive
Day of notice	Stop work. Push all work in progress to the branch	A one-line confirmation that work has stopped
Within 2 Working Days	Write the final handover note	Final handover note, the list of open pull requests and branches, the open issues and what I would do next, in order
Within 2 Working Days	Send the rights transfer for the work that is paid for (part C)	Signed rights transfer, if your law needs one
Within 5 Working Days	Remove or hand back every access. Delete your code, data, keys and logs from my devices and accounts	Signed deletion and access confirmation (part D)
Within 5 Working Days	List every key I held	A list of keys to rotate. Please rotate them on your side
Within 10 Working Days	Refund any unused Working Days of a paid week	The refund and a credit note

If the engagement ends after a free week, the ownership rules in clause 8 of the Engagement Agreement decide what you keep. The written brief, the plan, the daily updates and the handover notes stay with you in every case.

Only with your separate written permission do I quote your feedback or name your company in public. You can refuse and keep everything else.

C. Rights transfer confirmation

Some laws need a signed written form for a transfer of copyright. I send this one-page form when rights pass under clause 8 of the Engagement Agreement. Rights pass when the invoice for the week is paid in full, or under clause 8.2 for the free week.

Field	Details
Client	_____
Order Form and Statements of Work	AX-OF-_____, SOW _____
Work covered	The Deliverables in the pull requests listed here _____
Invoices paid	_____
Date rights pass	_____

Michael Lip transfers to the Client all economic rights in the work covered, as set out in clause 8 of the Engagement Agreement, from the date above. Michael keeps his background materials and gives the license in clause 8.7.

Michael Lip, trading as Axdale	Client
Signature _____	Name and title _____
Date _____	Signature _____ and date _____

D. Deletion and access confirmation

I fill in each row with the date. I sign the form and send it to your Decision Maker and your security contact.

No.	Item	Action	Date done
1	Repository access on GitHub or GitLab	Removed by the Client, checked by me, or left by me	_____
2	CI, cloud, database, error tracking and tracker accounts	Removed or handed back, one row each in the attached list	_____
3	Local clones of your repositories	Deleted	_____
4	Private forks I own and branches I created that you did not merge	Deleted	_____
5	Local environment files, test keys and secrets	Deleted. Rotation list sent	_____
6	Exports of your data, including any personal data	Deleted	_____

No.	Item	Action	Date done
7	Local AI tool session logs that contain your code or data	Deleted, unless you asked in writing to keep them	_____
8	Password manager entries for your systems	Deleted	_____
9	Items kept because the law requires it (signed agreements, invoices, tax records)	Kept for the legal period only	Not applicable

Copies of prompts held by an approved AI provider follow that provider's retention terms. I cannot delete them myself. I list each provider I used on your work so your team knows where to look.

Signed by Michael Lip, trading as Axdale. Signature _____ Date _____