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# Client Ownership Standard

I build and deploy the system in your accounts. Your team keeps control of the code, data, billing, and deployment process.

> **The exit test**
>
> If we stop working together, your administrator or a qualified engineer you choose can access, deploy, maintain, and recover the system using your accounts and documentation.

## Services this standard covers

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| **Open-source infrastructure** | I size and deploy systems on your hardware or in your provider account. I configure the agreed applications, access, and backups. |
| **Business websites** | I build and deploy your site in your hosting account and show your team how to publish a change. |
| **E-commerce** | I build the storefront and connect checkout and order workflows using your store and payment accounts. |

# Control during the build

We choose the infrastructure, name your administrator, and agree on what they'll verify before I start building.

## Infrastructure and access

OS-01 **Infrastructure and billing.** I assess your existing equipment or provide a purchase brief. You buy any new equipment and open provider accounts in your business's name. You control billing and administrator access.

OS-02 **Deployment configuration.** I put the configuration in your repository and document the setup, dependencies, and any manual steps needed to reproduce it.

OS-03 **Administrator access.** Your team controls administrator roles, single sign-on, and VPN access where applicable. You grant me the access I need for the project and can revoke it.

OS-04 **Credentials and recovery access.** Your team controls the credential store and emergency access. I document where your administrator can find recovery credentials and how to rotate deployment credentials.

## Code and delivery

OS-05 **Source repository.** You keep the project source, deployment repository, and available project history. Upstream software keeps its own license.

OS-06 **Deployments and rollback.** Your team can deploy from your repository using your accounts. I document how to identify the running version, check a release, and roll back a change.

# Control after handoff

Your named administrator practices the agreed checks using the accounts and documentation your business will keep.

## Data and day-to-day operations

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| OS-07 | **Runbooks.** I hand over the architecture notes and operating instructions for deployments, routine updates, troubleshooting, and recovery. |
| OS-08 | **Data, backups, and restores.** You can export the agreed project data and access your backup destinations. We agree on retention and recovery targets. Your administrator restores a sample and records the result. |
| OS-09 | **Logs and monitoring.** Your team can open the agreed logs, dashboards, and alerts. I document where to look when a deployment or service needs attention. |
| OS-10 | **Troubleshooting assistant.** When included, I connect the assistant to approved runbooks and diagnostics in your environment. Your administrator checks its recommendations against those sources. You control any required provider account and billing. |
| OS-11 | **Third-party services.** Your business holds its domain, DNS, and hosting accounts, plus any payment, email, or other service accounts in scope. You pay those providers directly. |

## Training and transfer

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| OS-12 | **Operator transition.** I hand over the account inventory, repositories, and runbooks. Your administrator verifies access and reviews how to remove my project access or grant access to a new operator. |
| OS-13 | **Ongoing operation.** You choose who handles updates, alerts, and recovery after handoff. The implementation fee covers the agreed build and training. You budget for infrastructure, provider charges, and operator time. |

# Handoff checklist

Use your own credentials. Record what you checked, who ran the check, and where to find the evidence.

| | | |
|---|---|---|
| ☐ | Sign in with your administrator credentials and confirm who controls billing. | 01, 03 |
| ☐ | Open your repository. Find the configuration, deployment instructions, and running version. | 02, 05, 06 |
| ☐ | Remove a temporary project role and confirm the service still works. | 03, 12 |
| ☐ | Locate emergency access and rotate a temporary deployment credential. | 04 |
| ☐ | Deploy a small change and rehearse rollback in the agreed test environment. For a website, practice publishing a content change. | 05, 06 |
| ☐ | Export the agreed data. Restore a sample to a separate location, open it, and record the recovery point. | 08 |
| ☐ | Use the runbook to walk through a likely incident. Confirm who receives alerts and owns the response. | 07, 09, 13 |
| ☐ | Find a test deployment or service event in the dashboard or logs. | 09 |
| ☐ | If the project includes the assistant, ask about a sample incident and verify the answer against its cited runbook. | 10 |
| ☐ | Confirm ownership of the third-party accounts. For a store, check a sample order and export its record. | 08, 11 |
| ☐ | Identify any account or dependency a replacement operator would need. Confirm your team can grant that access. | 12, 13 |

**Acceptance.** We agree on which checks apply in the statement of work. At handoff we record the results, open items, and who will resolve each one.

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