

1. CLIENT AND SITE

Client / company

Site location

Primary contact email

Handover date (DD-MM-YYYY)

2. EQUIPMENT IDENTIFICATION

Asset / job ID

Serial or reference number

Equipment description

3. HANDOVER CHECKS

☐ Equipment visually inspected

☐ Serial/reference verified

☐ Operating manuals supplied

☐ Basic user training completed

Access codes / keys supplied (do not enter live passwords)

4. OUTSTANDING ITEMS

List any open actions, owner and target date

5. ACCEPTANCE

Accepted by

Role / job title

Acceptance date (DD-MM-YYYY)

☐ Handover accepted subject to items above

6. ADDITIONAL COMMENTS