

# Construction Asset Handover Document

## Project & Asset Details

Project Name: \_\_\_\_\_

Project Code/No: \_\_\_\_\_

Asset Name: \_\_\_\_\_

Asset Tag/ID: \_\_\_\_\_

Location: \_\_\_\_\_

Date of Handover: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Condition of Asset: \_\_\_\_\_

## Asset Description

Description	Quantity	Unit	Remarks

## Supporting Documents Provided

- ☐ User Manual
- ☐ Warranty Certificate
- ☐ Technical Drawings
- ☐ Other (Specify): \_\_\_\_\_

## Comments / Observations

## Signatures

\_\_\_\_\_

**Handover By (Contractor):**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature: \_\_\_\_\_

**Received By (Client/Owner):**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature: \_\_\_\_\_

## Important Notes

- This document serves as official proof of asset handover between contractor and client/owner.
- Ensure all asset information, condition, and relevant documents are thoroughly checked before signing.
- Both parties should retain a signed copy for record-keeping.

- Report any discrepancies or damages observed at the time of handover immediately.
- Supporting documents (manuals, certificates, drawings) must be included as applicable.