

Equipment Handover Document

Date of Handover _____ Document No. _____

Project / Department _____

Details of Equipment

Equipment Name	Model / Serial No.	Quantity	Condition	Remarks
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Handed Over By (Name & Dept.) _____

Received By (Name & Dept.) _____

Signature (Handed Over By)
Date: _____

Signature (Received By)
Date: _____

Important Notes

- Ensure all equipment details are accurately filled before signing.
- Both parties must verify the condition of equipment at the time of handover.
- This document should be filed and kept for future reference and audits.
- Report any discrepancies or damages immediately to avoid accountability issues.