

# Laboratory Equipment Handover Document

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

Document No.: \_\_\_\_\_

Department: \_\_\_\_\_

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

## Equipment Details

S/N	Equipment Name	Model/Type	Identification No.	Condition	Remarks
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____

## Handover Details

Handed Over By (Name): \_\_\_\_\_

Designation: \_\_\_\_\_

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

Received By (Name): \_\_\_\_\_

Designation: \_\_\_\_\_

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

Handed Over By

\_\_\_\_\_  
Name & Signature  
Received By

\_\_\_\_\_  
Name & Signature  
Witnessed By

\_\_\_\_\_  
Name & Signature

## Important Notes:

- Ensure all equipment details are accurately recorded before handover.
- Both parties must inspect equipment and agree on condition at handover.
- This document serves as a legal record for responsibility and liability.
- Discrepancies or damages should be reported and recorded immediately.
- Retain copies of this document for audit and inventory purposes.