

# Tool Handover Document

Project / Site Name:

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Date: / /

Document No.:

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### Person Handover (Issuer):

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

### Person Receiving:

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

## Tool Details:

No.	Tool Name / Description	Tool Code / ID	Quantity	Condition	Remarks
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____

## Purpose of Handover:

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### Handover By (Issuer):

### Signature & Date

Received By:

### Signature & Date

Verified By (Optional):

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Signature & Date

**Important Notes:**

- Ensure all tool details and serial numbers are recorded accurately.
- Both issuer and receiver must verify the condition of the tools during handover.
- This document serves as an official record for accountability and responsibility.
- Return or further transfer of the tools should be recorded with a new handover document.
- Any damages or discrepancies should be noted in the remarks before signing.