

Tool Handover Document

Project / Site Name:

Date:

___ / ___ / ____

Document No.:

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:

Handover By (Issuer):

Signature & Date

Received By:

Signature & Date

Verified By (Optional):

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.