

Laboratory Equipment Handover Document

1. Handover Details

Lab Name	_____
Location	_____
Date of Handover	_____
Time of Handover	_____

2. Equipment List

No.	Equipment Name	Model/Type	Serial Number	Condition	Remarks
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____

3. Handover Parties

Handed Over By	_____ (Name & Position)
Received By	_____ (Name & Position)

4. Acknowledgement & Signatures

Handed Over By

Received By

Date	_____
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Important Notes

- Ensure all listed equipment items are thoroughly checked and documented during handover.
- Any discrepancies or damages should be clearly stated in the remarks section.
- Both parties must sign and date the document to acknowledge the handover.
- This document is to be securely filed and retained for future reference.
- Duplicate copies should be provided to both handover parties.