

Tools and Machinery Handover Template

Date of Handover:

Project / Site:

Handover Reference No.:

Handed Over By

Name:

Designation:

Department:

Handed Over To

Name:

Designation:

Department:

List of Tools and Machinery

No.	Description	Serial/Asset No.	Qty	Condition	Remarks
1	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
2	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

Comments / Special Instructions

Handed Over By:

Signature:

Date:

/

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Received By:

Signature:

Date:

/

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Important Notes

- Ensure all tools and machinery are physically present and in stated condition before signing.
- Any damage or missing items must be noted in the remarks or comments section.

- Both parties must retain a signed copy of this handover document for records.
- This document is legally binding and serves as acknowledgement of responsibility transfer.
- All serial or asset numbers should be accurately recorded.