

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 | _____ | _____ | _____ | _____ | _____ |
| 2 | _____ | _____ | _____ | _____ | _____ |

Comments / Special Instructions

Handed Over By:

Signature: _____

Date: ____ / ____ / ____

Received By:

Signature: _____

Date: ____ / ____ / ____

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.