

Bulk Equipment Handover Form

Project/Department: _____

Team Name: _____

Handover Date: _____

Location: _____

Equipment Details

#	Equipment Name	Model/Specification	Serial Number	Quantity	Condition	Remarks
1						
2						
3						

Team Recipients

#	Name	Employee ID	Designation	Signature
1				
2				
3				

Issued By: _____ Date: _____

Received By (Team Lead): _____ Date: _____

Important Notes:

- Ensure all equipment details and recipient information are accurately filled.
- All team members should sign upon receipt of the equipment.
- The condition of equipment must be checked and noted before handover.
- This document serves as an official record for bulk equipment transfer.
- Retain a copy of the completed form for audit and verification purposes.