

Handover report

What is the Handover report and what is its purpose

The handover report is used to formally confirm if work or performance were delivered to the customer. Mostly it is a confirmation of the **actual physical delivery** of work that is then accessible to the customer. Handover is important in view of the deadlines stated in the contract; after the handover the deadline for commenting and acceptance starts running. The report must clearly specify the subject matter of handover with regard to the contract.

ATTENTION: Handover may not mean acceptance. Handover refers to the fact that a given item physically exists, it is accessible, but not that it works. For more extensive performance it is advisable to separate handover from acceptance and, before accepting the work, we should be able to check its quality (see the Acceptance report form).

In simple cases, e.g. when paper for printers is delivered, handover and acceptance can happen in one step and any potential reservations will be dealt with as a complaint.

When is the document prepared

Every time when **we are delivering a part of the project or a phase of the project to the other party**. In any case every time we are delivering a material item (product, HW delivery, etc.) and when we are delivering a service (training for operators, presentation).

Who participates in the preparation process

The project manager in cooperation with the relevant member of the project team will participate in the actual physical handover of outputs. The person representing the supplier should have a handover report ready, which should be confirmed as a proof of handover.

When is the document used

The document is used as **legal evidence** that a handover took place, e.g. to determine contractual deadlines, or to determine who has had access to project outputs.

Process of preparing the document

1. Fill in the project header, identification of the person handing over the subject matter of handover and the person accepting the subject matter of handover.
2. Specify the subject matter of handover and the handover method.
3. The field Notes is used to report any objections, comments and shortcomings established during the handover.
4. Fill in the place and date of handover.
5. Both parties shall confirm the handover by signing the signature sheet.
6. Make an original copy for both parties to the handover.

Example of a completed form

Handover report

Project name:	Further teacher training in order to improve the quality of language lessons
Handed over by:	Computer Express, supplier for Ministry of Education projects
Taken over by:	SPŠST Dámská, Dámská 3, Praha 1

HAND OVER	
Subject matter of handover:	20 HP530 notebooks, including installed OS Win7 pursuant to the contract on delivery of HW made on 12/03/2012. PC in original packaging with accessories: 20 pcs of wireless optical mouse
Handover method (actual physical handover of the output / data carrier, etc):	Delivered to the school address in original packaging.

NOTE:

A list of serial numbers and licence numbers forms an annexe to this report. The packaging of one PC SN:123456888AA has been slightly damaged during transport.

Place:	Dámská 3, Praha 1
Date, time:	25/05/2012, 14:00

SIGNATURE SHEET:

Person accepting the subject matter of handover		Person handing over the subject matter of handover	
Name:	Prokop Buben, school accountant	Name:	Karel Pixa
Signature:		Signature:	