



Responsibilities Handover Report

Division / Region: Sector / Geography:

Department: Section: Unit:

Project Name & No.:

Owner/ Client:

Contractor:

A meeting/ virtual meeting was held on (Day) dd /mm/yyyy with attendance of:

1. The current in-charge employee:

Name: ID:

Appointed as a "....." for the Project/ Department

2. The new in-charge employee:

Name: ID:

Appointed as a "....." for the Project/ Department

For the reason of: Transfer Resignation Annual Leave
 Sick Leave Others.....

Date Effective: From To

Attendees have reviewed the work done and planned till date as follows:

- Pending issues:**

.....
.....
.....
.....

- Issues that are expected to arise and need consideration:**

.....
.....
.....
.....

Form could be edited (add to or delete from) according to each case



- **Open issues that need an action:**

.....

- **Others:**

.....

Furthermore, the following files are checked and handed over:

Document	Hard	Soft
Master File		
1.		
2.		
3.		
4.		
5.		
External Documents		
6.		
7.		
8.		
Internal Documents		
9.		
10.		
11.		

The Attendees agreed that Mr./Ms. will be responsible for the following tasks (Not mentioned above):

.....

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With this report the Project and all above mentioned documents are handed over to the new in-charge staff.

Current in-charge Employee

New in-charge Employee

Name:

Name:

Signature:

Signature:

Date:

Date:

Contact Details:

Contact Details:

Reviewed by (Senior Manager / Director / Senior Director / Vice-President)

Name:

Position:

Signature:

Date:

- Cc.: - Project Master File
- Human Resources Department (for resignations)
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