

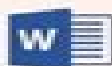
Employee Handover Form

Employee Name:	Emp. No.:			Dept:
Job Title:				
Reason for work Handover:	<input type="checkbox"/> Vacation	<input type="checkbox"/> Transfer	<input type="checkbox"/> End of Employment	<input type="checkbox"/> Others
Taken Over by:	Emp. No.:			

Any Task which are pending or under progress at time of handover:-

[illegible]

Guidelines: This form must be filled and completed before releasing the Employee and a copy of this must be attached with the Employee clearance form. The employee should include all relevant files, documents and materials relevant to the work or task being turned over to the person as directed by his superior.



Job Handover Document Sample

John Hermarij



Job Handover Document Sample:

Marine Safety Management Systems: Theory to practice A Technical Business Guide Marcell Greeff, 2023-09-30 The maritime industry stands as a testament to human ingenuity and determination. It spans vast oceans, navigates through unpredictable weather, and transports goods and people across the globe. However, this industry's grandeur is balanced by its inherent risks and challenges, from the powerful forces of nature to the intricacies of international regulations. Safety, in all its dimensions—safety, health, environment, quality, and energy—SHEQE—is paramount in ensuring not only the well-being of seafarers but also the sustainability of marine operations. *Marine Safety Management Systems: Theory to Practice* offers comprehensive guidance to ship owners, managers, and operators on elevating SHEQE performance within their ship management and operations. Dr. Greeff's empirical research for his doctoral degree identified Safe Operating Procedures as a pivotal indicator of an organizational safety management system, incorporated as SMS2 Resilient Work Practices into the author's Safety Culture Maturity Development Model. This book bridges the gap between theory and practice, synthesizing research with real-world examples, culminating in a robust Marine Safety Management System Framework grounded in practical insights. Acknowledging the positive impact of effective management practices, the primary aim of this Guide is to furnish the maritime industry with a model for implementing an Integrated Management System that addresses vital concerns. Suitable for use by marine companies operating various types of ships, its requirements are formulated broadly to ensure applicability across diverse ship operations and management approaches. This book stems from extensive research conducted during the author's pursuit of a Bachelor of Technology (BTech) Degree in Safety Management and the empirically validated Marine Safety Management System Framework (MSMSF). The MSMSF encapsulates best practices and regulatory adherence encompassing the 13 mandatory elements of the ISM Code and providing essential tools for effective SMS procedures. Through the integration of current marine legal requirements and best practices, Dr. Greeff augments the body of knowledge and presents a pragmatic approach to Resilient Work Practices in the marine industry. The aim is to curtail incident frequency and accidents, striving for zero harm. Drawing upon examples and case studies, this book illuminates the benefits and challenges of implementing SHEQE standards in the maritime realm. By immersing themselves in this content and thoughtfully considering its recommendations, organizations can adopt the MSMSF or develop an effective in-house Resilient Work Practice Framework. Safety culture indicators and steps to cultivate the maturity of risk management are detailed, offering a holistic approach to safety culture development in the maritime sector. *Marine Safety Management Systems: Theory to Practice* is not just a guide but a vital resource for those engaged in or intrigued by the shipping sector, propelling the maritime industry toward safer, more sustainable, and more resilient operations. *ITJEMAST 12(4) 2021*, 2021-04-15. ITJEMAST publishes a wide spectrum of research and technical articles, as well as reviews, experiments, experiences, modelings, simulations, designs, and innovations from engineering sciences, life sciences, and related disciplines, as

well as interdisciplinary cross disciplinary multidisciplinary subjects Original work is required Article submitted must not be under consideration of other publishers for publications

BIM for Facility Managers IFMA,2013-04-03 A practical look at extending the value of Building Information Modeling BIM into facility management from the world s largest international association for professional facility managers Building owners and facility managers are discovering that Building Information Modeling BIM models of buildings are deep reservoirs of information that can provide valuable spatial and mechanical details on every aspect of a property When used appropriately this data can improve performance and save time effort and money in running and maintaining the building during its life cycle It can also provide information for future modifications For instance a BIM could reveal everything from the manufacturer of a light fixture to its energy usage to maintenance instructions BIM for Facility Managers explains how BIM can be linked to facility management FM systems to achieve very significant life cycle advantages It presents guidelines for using BIM in FM that have been developed by public and private owners such as the GSA There is an extensive discussion of the legal and contractual issues involved in BIM FM integration It describes how COBie can be used to name capture and communicate FM related data to downstream systems There is also extensive discussion of commercial software tools that can be used to facilitate this integration This book features six in depth case studies that illustrate how BIM has been successfully integrated with facility management in real life projects at Texas A M Health Science Center USC School of Cinematic Arts MathWork s new campus Xavier University State of Wisconsin Facilities University of Chicago Library renovation BIM for Facility Managers is an indispensable resource for facility managers building owners and developers alike

RIBA Job Book Nigel Ostime,2022-04-07 The RIBA Job Book is the Royal Institute of British Architects long established and recognised standard reference for running architectural projects and administering construction contracts This new edition fully reflects the RIBA Plan of Work 2019 and contemporary working practice providing a systematic operational framework that can be applied to all types of building project and forms of procurement Comprehensive in scope and logically laid out it embraces the theme of collaboration within the project team and addresses post occupancy evaluation modern methods of construction and sustainability among others Setting out the actions to be undertaken throughout a project it examines step by step the key obligations of the architect or project lead and includes invaluable checklists

Design - Build - Run Dave Ingram,2009-02-23 This unique and critical book shares no fail secrets for building software and offers tried and true practices and principles for software design development and testing for mission critical systems that must not fail A veteran software architect walks you through the lifecycle of a project as well as each area of production readiness functionality availability performance and scalability operability maintainability and extensibility and highlights their key concepts

Weekly Compilation of Presidential Documents ,1995

Better Practices of Project Management Based on IPMA competences, 2nd edition John Hermarij,2020-06-11 This book is replaced by a new version 3rd revised Edition Project management is a fast growing profession The IPMA Competence

Baseline ICB version 3 dating from 2007 gives a clear description of this profession based on 46 competence elements This book gives the essential theoretical and practical background of each competence element based on the leading sources The structure of this book follows the order of the competence elements in the ICB version 3 divided into Technical competences Behavioral competences and Contextual competences For this reason it is the essential study book for everyone studying for the IPMA D and IPMA C exams and for those project managers that have committed themselves to a lifelong professional development In addition the book had to be applicable to groups of project managers originating from diverse cultures For this reason this is not a book that tells how a Westerner must behave in an Arab or an Asian country but one that looks at the different subjects covered in the ICB as seen from diverse cultural standpoints Each chapter is based on the same structure Definitions Introduction Process Steps Process steps Special topics Text boxes additional to the main text give additional explanation to the main text An elaborate Index of terms allows that this book can be used as the information source to all aspects of project management

Sales Hiring Made Easy Rakesh Sharma, Unlock the secrets to building a champion sales team with Sales Hiring Made Easy This comprehensive guide takes you step by step through the entire hiring process from sourcing top talent to onboarding your new sales champions With expert strategies interview techniques and practical templates you ll be equipped to find and hire the best salespeople for your business Whether you are a seasoned HR professional or a small business owner this book is your ultimate resource for creating a winning sales team that drives success

Creating Conversational Leadership John Hovell, 2022-11-07 Global society needs the new fields of Knowledge Management Knowledge Services Organization Development Diversity Inclusion and Conversational Leadership They are remarkable tools management methodologies and personally rewarding techniques for working professionals managers and all levels of leadership These new fields described in this book enable the highest levels of knowledge sharing and workplace success

Chemical and Process Plant Commissioning Handbook Martin Killcross, 2021-03-13 Chemical and Process Plant Commissioning Handbook A Practical Guide to Plant System and Equipment Installation and Commissioning Second Edition winner of the 2012 Basil Brennan Medal from the Institution of Chemical Engineers is a guide to converting a newly constructed plant or equipment into a fully integrated and operational process unit The book is supported by detailed proven and effective commission templates and includes extensive commissioning scenarios that enable the reader to good commissioning practices Sections focus on the critical safety assessment and inspection regimes necessary to ensure that new plants are compliant with OSHA and environmental requirements Martin Killcross has comprehensively brought together the theory of textbooks and technical information obtained from sales literature to provide engineers with what they need to know before initiating talks with vendors regarding equipment selection Outlines how to organize and commission a process plant Includes extensive examples of successful commissioning processes with step by step guidance that enables readers to understand the function and performance of the wide range of tasks required in the commissioning process Offers

an understanding of supplementary factors of commissioning such as risk and hazard management Reviews commonly asked commissioning questions Includes the basis of the commissioning paperwork system *Introduction to Process Plant Projects* H. Selcuk Agca, Giancarlo Cotone, 2018-09-03 The book covers all stages of process plant projects from initiation to completion and handover by describing the roles and actions of all functions involved It discusses engineering procurement construction project management contract administration project control and HSE with reference to international contracting and business practices

Code of Practice for Project Management for Construction and Development CIOB (The Chartered Institute of Building), 2014-09-15 The first edition of the Code of Practice for Project Management for Construction and Development published in 1992 was groundbreaking in many ways Now in its fifth edition prepared by a multi institute task force coordinated by the CIOB and including representatives from RICS RIBA ICE APM and CIC it continues to be the authoritative guide and reference to the principles and practice of project management in construction and development Good project management in construction relies on balancing the key constraints of time quality and cost in the context of building functionality and the requirements for sustainability within the built environment Thoroughly updated and restructured to reflect the challenges that the industry faces today this edition continues to drive forward the practice of construction project management The principles of strategic planning detailed programming and monitoring resource allocation and effective risk management widely used on projects of all sizes and complexity are all fully covered The integration of Building Information Modelling at each stage of the project life is a feature of this edition In addition the impact of trends and developments such as the internationalisation of construction projects and the drive for sustainability are discussed in context Code of Practice will be of particular value to clients project management professionals and students of construction as well as to the wider construction and development industries Much of the information will also be relevant to project management professionals operating in other commercial spheres

Proceedings of the 4th International Conference on Informatics, Technology and Engineering 2023 (InCITE 2023) Markus Hartono, Hudiyo Firmanto, Connie Susilawati, 2023-11-18 This is an open access book Adaptive Resilient Collaborative Engineering Towards Faster Recovery Impactful Solutions The world in the last decade has been facing global issues such as accelerated global warming depleting natural resources food waste and scarcity water contamination and shortage energy conservation etc Enter the COVID 19 pandemic in 2020 and we face what people term as double disruption Not only solutions to the above problems are becoming more critical but they are also needed fast Timely and effective solutions are called for so that we can recover from the pandemic while at the same time carry our efforts to better our world It is no longer sufficient to find solutions that can only delay the negative impacts from the above problems but it is imperative to tip the balance and reverse the impacts to our advantage Engineers and engineering have a vital role in inventing mechanisms systems and or products that can address the solutions Digital technologies and artificial intelligence have been at the forefront of such exploration and we can expect

some hints for a better future if we continue being adaptive resilient and collaborative Given the above background Faculty of Engineering Universitas Surabaya will host the fourth bi annual international conference The 4th International Conference on Informatics Technology and Engineering 2023 InCITE 2023 in Yogyakarta Indonesia September 14th 15th 2023 This event is a continuation of the past events successfully held in 2017 2019 and 2021 We invite academia and business practitioners all around the globe to share ideas and best practices relevant to the above conference topic We hope that this event can also serve as a platform of gathering for anyone interested in exploring potential solutions of our common problems today

Accepted and presented paper will be submitted for publication in reputable International Proceeding Atlantis Press See you in Yogyakarta

Resilient Health Care Erik Hollnagel, Jeffrey Braithwaite, 2019-07-23 Health care is everywhere under tremendous pressure with regard to efficiency safety and economic viability to say nothing of having to meet various political agendas and has responded by eagerly adopting techniques that have been useful in other industries such as quality management lean production and high reliability This has on the whole been met with limited success because health care as a non trivial and multifaceted system differs significantly from most traditional industries In order to allow health care systems to perform as expected and required it is necessary to have concepts and methods that are able to cope with this complexity Resilience engineering provides that capacity because its focus is on a system s overall ability to sustain required operations under both expected and unexpected conditions rather than on individual features or qualities Resilience engineering s unique approach emphasises the usefulness of performance variability and that successes and failures have the same aetiology This book contains contributions from acknowledged international experts in health care organisational studies and patient safety as well as resilience engineering Whereas current safety approaches primarily aim to reduce or eliminate the number of things that go wrong Resilient Health Care aims to increase and improve the number of things that go right Just as the WHO argues that health is more than the absence of illness so does Resilient Health Care argue that safety is more than the absence of risk and accidents This can be achieved by making use of the concrete experiences of resilience engineering both conceptually ways of thinking and practically ways of acting

ECPPM 2021 - eWork and eBusiness in Architecture, Engineering and Construction Vitaly Semenov, Raimar J Scherer, 2021-07-25 eWork and eBusiness in Architecture Engineering and Construction 2021 collects the papers presented at the 13th European Conference on Product and Process Modelling ECPPM 2021 Moscow 5 7 May 2021 The contributions cover a wide spectrum of thematic areas that hold great promise towards the advancement of research and technological development targeted at the digitalization of the AEC FM Architecture Engineering Construction and Facilities Management domains High quality contributions are devoted to critically important problems that arise including Information and Knowledge Management Semantic Web and Linked Data Communication and Collaboration Technologies Software Interoperability BIM Servers and Product Lifecycle Management Systems Digital Twins and Cyber Physical Systems Sensors and Internet of Things Big Data

Artificial and Augmented Intelligence in AEC Construction Management 5D nD Modelling and Planning Building Performance Simulation Contract Cost and Risk Management Safety and Quality Sustainable Buildings and Urban Environments Smart Buildings and Cities BIM Standardization Implementation and Adoption Regulatory and Legal Aspects BIM Education and Training Industrialized Production Smart Products and Services Over the past quarter century the biennial ECPPM conference series as the oldest BIM conference has provided researchers and practitioners with a unique platform to present and discuss the latest developments regarding emerging BIM technologies and complementary issues for their adoption in the AEC FM industry

Transitional Settlement Tom Corsellis, Antonella Vitale, 2005 Included on CD ROM Shelter training a training tool complementing the Transitional settlement displaced populations guidelines Shelter library key documents for the transitional settlement and shelter sector

Higher Education and Sustainable Development Cheryl Desha, Karlson 'Charlie' Hargroves, 2013-10-08 Responding to the global and unprecedented challenge of capacity building for twenty first century life this book is a practical guide for tertiary education institutions to quickly and effectively renew the curriculum towards education for sustainable development The book begins by exploring why curriculum change has been so slow It then describes a model for rapid curriculum renewal highlighting the important roles of setting timeframes formal and informal leadership and key components and action strategies The second part of the book provides detailed coverage of six core elements that have been trialled and peer reviewed by institutions around the world raising awareness among staff and students mapping graduate attributes auditing the curriculum developing niche degrees flagship courses and fully integrated programs engaging and catalysing community and student markets integrating curriculum with green campus operations With input from more than seventy academics and grounded in engineering education experiences this book will provide academic staff with tools and insights to rapidly align program offerings with the needs of present and future generations of students

A Guide for International Nursing Students in Australia and New Zealand - E-Book Bernadette Hally, 2008-11-01 Please note that this eBook does not include the DVD accompaniment If you would like to have access to the DVD content please purchase the print copy of this title This new book is an essential resource for overseas nurses and international students studying nursing in Australia and New Zealand It provides clear concise information about health care and nursing practice in our region and assists the reader to develop essential communication skills for practice

Reference Manual for Humanitarian Health Professionals David A. Bradt, Christina M. Drummond, 2018-10-19 The Reference Manual for Humanitarian Health Professionals Missioncraft in Disaster Relief is a hands on resource written for disaster relief practitioners educators and researchers working in clinical medicine public health or disaster management Missioncraft is the art and science of preparing and conducting successful field operations This manual provides state of the art technical reference information developed from inter disciplinary inter agency and international best practices It also provides tools and templates for health professionals addressing key disaster

issues including security stabilization rapid epidemiological assessment environmental health disease surveillance epidemic preparedness communicable disease control standardized case management referral practices laboratory diagnostics and medical logistics Reference information and associated tools are presented in a concise comprehensive and structured format to help humanitarian health professionals plan undertake and manage high impact interventions Sections are arranged in chronological order of essential activities in disaster relief operations Pre departure preparation Field briefing Field assessment Field recommendations Field reporting Field project and staff management Medical coordination Re entry The Reference Manual for Humanitarian Health Professionals is an authoritative resource for disaster health professionals in leadership roles in governmental non governmental Red Cross or UN agencies health professionals anticipating future disaster deployment as agency medical coordinator team leader or health cluster coordinator field based staff responsible for health outcomes of disaster affected populations disaster relief specialists involved in strategic planning project design and development project management monitoring and evaluation and accountability to affected populations educators and trainees in disaster health best practices and humanitarian researchers

On the Move to Meaningful Internet Systems: OTM 2015 Conferences Christophe Debruyne, Hervé Panetto, Robert Meersman, Tharam Dillon, Georg Weichhart, Yuan An, Claudio Agostino Ardagna, 2015-10-29 This volume constitutes the refereed proceedings of the Confederated International Conferences Cooperative Information Systems CoopIS 2015 Ontologies Databases and Applications of Semantics ODBASE 2015 and Cloud and Trusted Computing C TC held as part of OTM 2015 in October 2015 in Rhodes Greece The 30 full papers presented together with 15 short papers were carefully reviewed and selected from 144 initial submissions The OTM program every year covers data and Web semantics distributed objects Web services databases information systems enterprise workflow and collaboration ubiquity interoperability mobility grid and high performance computing

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