

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.

How To Write A Handover Guidelines Document

Sabine Zange



How To Write A Handover Guidelines Document:

This book delves into How To Write A Handover Guidelines Document. How To Write A Handover Guidelines Document is a vital topic that must be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into How To Write A Handover Guidelines Document, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to How To Write A Handover Guidelines Document
 - Chapter 2: Essential Elements of How To Write A Handover Guidelines Document
 - Chapter 3: How To Write A Handover Guidelines Document in Everyday Life
 - Chapter 4: How To Write A Handover Guidelines Document in Specific Contexts
 - Chapter 5: Conclusion
 2. In chapter 1, this book will provide an overview of How To Write A Handover Guidelines Document. This chapter will explore what How To Write A Handover Guidelines Document is, why How To Write A Handover Guidelines Document is vital, and how to effectively learn about How To Write A Handover Guidelines Document.
 3. In chapter 2, this book will delve into the foundational concepts of How To Write A Handover Guidelines Document. This chapter will elucidate the essential principles that need to be understood to grasp How To Write A Handover Guidelines Document in its entirety.
 4. In chapter 3, the author will examine the practical applications of How To Write A Handover Guidelines Document in daily life. The third chapter will showcase real-world examples of how How To Write A Handover Guidelines Document can be effectively utilized in everyday scenarios.
 5. In chapter 4, the author will scrutinize the relevance of How To Write A Handover Guidelines Document in specific contexts. The fourth chapter will explore how How To Write A Handover Guidelines Document is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, this book will draw a conclusion about How To Write A Handover Guidelines Document. This chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of How To Write A Handover Guidelines Document.

<https://staging.conocer.cide.edu/files/Resources/fetch.php/haynes%20repair%20manual%20toyota%20avensis%20d4d.pdf>

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