

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

Tobias Bleicker



How To Write A Handover Guidelines Document:

The Enigmatic Realm of **How To Write A Handover Guidelines Document**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing in short supply of extraordinary. Within the captivating pages of **How To Write A Handover Guidelines Document** a literary masterpiece penned by a renowned author, readers set about a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting impact on the hearts and minds of people who partake in its reading experience.

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Table of Contents How To Write A Handover Guidelines Document

1. Understanding the eBook How To Write A Handover Guidelines Document
 - The Rise of Digital Reading How To Write A Handover Guidelines Document
 - Advantages of eBooks Over Traditional Books
2. Identifying How To Write A Handover Guidelines Document
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an How To Write A Handover Guidelines Document
 - User-Friendly Interface
4. Exploring eBook Recommendations from How To Write A Handover Guidelines Document
 - Personalized Recommendations
 - How To Write A Handover Guidelines Document User Reviews and Ratings
 - How To Write A Handover Guidelines Document and Bestseller Lists

5. Accessing How To Write A Handover Guidelines Document Free and Paid eBooks
 - How To Write A Handover Guidelines Document Public Domain eBooks
 - How To Write A Handover Guidelines Document eBook Subscription Services
 - How To Write A Handover Guidelines Document Budget-Friendly Options
6. Navigating How To Write A Handover Guidelines Document eBook Formats
 - ePub, PDF, MOBI, and More
 - How To Write A Handover Guidelines Document Compatibility with Devices
 - How To Write A Handover Guidelines Document Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of How To Write A Handover Guidelines Document
 - Highlighting and Note-Taking How To Write A Handover Guidelines Document
 - Interactive Elements How To Write A Handover Guidelines Document
8. Staying Engaged with How To Write A Handover Guidelines Document
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers How To Write A Handover Guidelines Document
9. Balancing eBooks and Physical Books How To Write A Handover Guidelines Document
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection How To Write A Handover Guidelines Document
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine How To Write A Handover Guidelines Document
 - Setting Reading Goals How To Write A Handover Guidelines Document
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of How To Write A Handover Guidelines Document
 - Fact-Checking eBook Content of How To Write A Handover Guidelines Document
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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