[ORGANISATION NAME]

[Address] [Phone] [Email]

Laboratory Equipment Handover Record

RECORD DETAILS

Laboratory / asset

[Enter details]

Asset identifier

[Enter details]

Handover date

[Enter details]

Outgoing / receiving custodian

[Enter details]

Check / accessory	Condition / status	Action required	Owner / due

Operational records

Authorised operating procedure location: _____

Maintenance / calibration record references: _____

Known restrictions and training status: _____

Transfer record

Accessories / documents / keys transferred: _____

Custodian signatures and date: _____