# PROJECT HANDOVER Document

**Document location**

| Location |
| --- |
| Kingdom of Bahrain |

**Author**

| Position | Name | Contact no |
| --- | --- | --- |
| Technical Lead | Mohammad Dilshad Ansari | 35184118 |

**Revision history**

| Version | Issue date | Author/editor | Description/Summary of changes |
| --- | --- | --- | --- |
| 1.0.0# | ----- | ----- |  |
|  |  |  |  |

**Reviewed by**

| Version | Issue date | Name | Position / Designation | Review date |
| --- | --- | --- | --- | --- |
| 1.0.0# | ----- | ----- | ----- | ----- |
| 1.0.1# | ----- | ----- | ----- | ----- |
|  |  |  |  |  |

**Approvals**

| Version | Issue date | Name | Position/ Designation | Approval date |
| --- | --- | --- | --- | --- |
| 1.0.0# | ------ | ------ | Project Manager |  |
| 1.0.1# | ------ | ------ | HOD/IT Director |  |

**Related documents**

| Document | Location |
| --- | --- |
| PROJECT HANDOVER Document | Kingdom of Bahrain |

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| --- | --- |
| Project Name: |  |
| Handed over by: |  |
| Taken over by: |  |
|  | |
| **HAND OVER** | |
| Subject matter of handover: |  |
| Handover method (actual physical handover of the output / data carrier, etc.): |  |
|  | |
| **NOTE :** | |
|  | |
| Place: |  |
| Date, time: |  |
|  | |
| SIGNATURE SHEET | |
| Person accepting the subject matter of handover | Person handing over the subject matter of handover |
| Name: | Name: |
| Signature: | Signature: |