

25. Takeover/Handover Procedure

25.1. Purpose

The purpose of this procedure is to ensure the smooth, controlled, and properly documented transfer of duties, responsibilities, documents, and assets between an outgoing employee and the individual assuming those duties.

25.2. Scope

This procedure applies to all employees of the organization, who are required to hand over their duties, responsibilities, company assets, or documents to another person under any of the following circumstances:

- Resignation, transfer, or termination of employment
- Vacation, business trip, or other planned absence exceeding two (2) consecutive working days
- Long-term leave, such as sick leave, maternity leave, or unpaid leave
- Any other situation where continuity of work must be ensured through proper handover

25.3. Responsibilities

Role	Responsibility
Outgoing Employee	Prepares and submits a complete handover report, ensuring all duties, documents, and assets are transferred.
Incoming Employee	Reviews the handover documents, verifies items received, and signs the handover confirmation.
Immediate Supervisor / Department Head	Reviews, verifies completeness of the handover, and approves the takeover process.
HR Department	Ensure that the handover is completed before final clearance and maintains records.

25.4. Procedure Steps

Notification of Handover Requirement

- The HR Department or Line Manager notifies the outgoing employee of the requirement to initiate the handover at least [e.g., 2 weeks] before the last working day or transfer date.
- The outgoing employee must begin preparing handover documentation immediately upon notice.
- Only the line manager should decide who will take over the job.
- The end of the Takeover/Handover document should include the following signatures: Line Manager, Outgoing Employee, and Incoming Employee.