

 <b>COROMANDEL INTERNATIONAL LIMITED</b>	Format No.	INST/F/17
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DOCUMENT HANDOVER NOTE	
<b>To: Dept:</b>  <b>Responsible person:</b>	<b>From: Dept: Instrumentation</b>  <b>Responsible Person:</b>
<b>Date of Handover:</b>	
<b>DESCRIPTION:</b>	

**Brief Description of Duties:**

**Supervisor and reporting procedures:**

**Regular/re-occurring meetings, reports or procedures:**

**Key Documents/reference material to read:**

**Where to find files (hardcopy and electronic):**

**Attachments in the file:**

<b>Special Remarks:</b>		
<b>Prepared By:</b>	<b>Reviewed by:</b>	<b>Received by:</b>