

Bridge Asset Transfer Checklist

Project / Bridge Details

Project Name
Date of Transfer
Responsible Parties
Location

Asset Details

Asset Description
Asset ID / Serial Number
Quantity
Condition
Location Transferred From
Location Transferred To

Checklist

Item	Checked	Remarks
Asset inspected before transfer		
Documentation prepared		
Condition recorded		
Asset securely packaged		
Transport arranged		
Received and inspected by recipient		

Additional Notes

Signatures

Name	Signature	Date