

# Telecom Equipment Handover Checklist

## Project Details

Project Name		Date	
Site Name		Site Code	
Location		Handover Reference No.	

## Equipment Checklist

No.	Equipment Description	Model / Type	Serial Number	Quantity	Condition (New/Used)	Remarks
1						
2						
3						

## Accessories Included

No.	Accessory Description	Quantity	Remarks
1			
2			
3			

## Notes / Observations

Handover By  
Name & Signature

Received By  
Name & Signature

Witnessed By  
Name & Signature