

# SOP Template: Handover and Sign-off Procedures

This SOP details the **handover and sign-off procedures** between setup and operations staff, ensuring a smooth transition and clear communication. It covers the responsibility transfer process, documentation requirements, checklist verification, issue identification and resolution, and final approval protocols. The goal is to maintain operational continuity, prevent errors, and promote accountability during shift changes and task completions.

## 1. Purpose

To define a standardized process for the handover of responsibilities and sign-off between setup and operations staff.

## 2. Scope

This procedure applies to all staff involved in setup and operations, including shift leaders, supervisors, and team members performing or receiving handovers.

## 3. Responsibilities

- **Setup Staff:** Ensure all preparatory tasks are completed as per checklist and documented before handover.
- **Operations Staff:** Review handover documents, verify readiness, and accept responsibility post sign-off.
- **Supervisors:** Oversee handover, resolve disputes or issues, and provide final approval.

## 4. Handover Procedure

1. **Preparation**
  - Complete all setup tasks and fill out the **Setup Completion Checklist**.
  - Document any outstanding issues or risks encountered during setup.
2. **Documentation**
  - Compile relevant documents: checklists, incident reports, equipment logs, and related files.
3. **Handover Meeting**
  - Setup and operations staff meet at the designated handover time/location.
  - Setup staff presents the completed checklist and discusses open points.
  - Operations staff reviews and asks clarifying questions as needed.
4. **Checklist Verification**
  - Operations staff validate completion of all items on the checklist.
5. **Issue Identification and Resolution**
  - Outstanding issues are discussed.
  - A resolution plan is agreed upon, or the issue is escalated to a supervisor.
6. **Sign-off**
  - Both parties sign the handover checklist/form confirming the transfer of responsibility.
  - Supervisor signs for final approval, if required.

## 5. Documentation

- Setup Completion Checklist
- Handover Form
- Issue Log
- Supervisor Approval (if applicable)

## 6. Checklist Example

Task	Completed By	Status	Comments
Workstation Setup	Jane Doe	Complete	-
Equipment Inspection	John Smith	Pending	Awaiting part delivery

## 7. Approval

Setup Leader: \_\_\_\_\_ Date: \_\_\_\_\_

Operations Leader: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor (if required): \_\_\_\_\_ Date: \_\_\_\_\_