

SOP Template: Confirmation and Signing of Handover Completion in Official Records

This SOP details the process for **confirmation and signing of handover completion** in official records, ensuring accurate documentation and accountability. It includes steps for verifying handover details, obtaining necessary approvals and signatures, updating official records promptly, and maintaining transparent communication between involved parties. This procedure guarantees smooth transitions, reduces miscommunication, and preserves integrity in record-keeping for organizational operations.

1. Purpose

To establish a standard procedure for confirming and signing completion of handovers in official records, ensuring accountability, transparency, and accuracy in organizational record-keeping.

2. Scope

This SOP applies to all employees and departments involved in the process of handing over responsibilities, assets, or documentation within the organization.

3. Responsibilities

- **Handover Initiator:** Prepares and submits complete handover details.
- **Recipient:** Reviews handover details and confirms receipt.
- **Supervisors/Managers:** Approve and oversee the handover process.
- **Records Officer:** Updates and secures official records.

4. Procedure

1. **Initiation of Handover**
 - The initiator completes the official handover form, detailing all necessary information regarding the items, documents, or responsibilities being transferred.
2. **Verification of Handover Details**
 - The recipient reviews all handover details, checks physical assets or documents if applicable, and confirms their accuracy.
3. **Obtaining Approvals and Signatures**
 - Both parties (initiator and recipient) sign the handover document in the designated sections.
 - If required, a supervisor/manager reviews and signs the handover document to validate the process.
4. **Updating Official Records**
 - The signed handover document is submitted to the records officer or relevant authority for logging and filing.
 - The official records are updated promptly with the details of the handover, including signatures and date.
5. **Communication and Confirmation**
 - Confirmation of completion is communicated to all involved parties by the records officer.
6. **Archiving Documentation**
 - All handover records are securely archived as per organizational policy for future reference.

5. Handover Completion Form (Sample)

Date	Item/Responsibility	Initiator Name & Signature	Recipient Name & Signature	Supervisor/Approver Name & Signature	Comments
YYYY-MM-DD	Describe item or responsibility				

6. References

- Organizational Records Management Policy
- Employee Handbook
- IT/Asset Handover Guidelines (if applicable)

7. Revision History

Version	Date	Description of Change	Approved By
1.0	YYYY-MM-DD	Initial SOP Release	