

# SOP Template: Employee Signature and Manager Verification of Handover

This SOP establishes the procedure for **employee signature and manager verification of handover** to ensure accountability and smooth transition of responsibilities. It details the steps for documenting handover activities, obtaining employee signatures, and managerial approval to confirm that tasks and duties are clearly communicated and completed. This process aims to minimize errors, enhance operational continuity, and maintain clear records for audit and compliance purposes.

## 1. Purpose

To ensure a standardized process for documenting handovers, obtaining employee signatures, and securing managerial verification to support accountability and transparency.

## 2. Scope

This SOP applies to all employees and managers involved in the handover of duties, tasks, projects, or responsibilities within the organization.

## 3. Responsibilities

- Outgoing Employee:** Completes handover documentation and outlines all relevant information.
- Incoming Employee (if applicable):** Acknowledges the receipt and understanding of responsibilities.
- Manager/Supervisor:** Reviews the handover, verifies completion, and signs off to confirm the process.

## 4. Procedure

- Preparation of Handover Document:**
  - Outgoing employee completes a detailed handover document, listing outstanding tasks, ongoing projects, and critical contacts or information.
- Review of Handover:**
  - Outgoing employee reviews the document with the incoming employee (if applicable) and/or the manager.
- Employee Signature:**
  - After review, the outgoing employee signs the handover document to affirm all relevant information has been communicated.
- Manager Verification:**
  - The manager or supervisor reviews and verifies the completion of the handover, addressing any questions or concerns.
  - The manager signs the document to confirm verification and completion of the handover process.
- Record Keeping:**
  - Store the signed handover document in accordance with company policy for future reference and potential audits.

## 5. Documentation

Item	Description	Responsible	Storage Location
Handover Document	Detailed list of duties, projects, outstanding issues, contacts	Outgoing Employee	Personnel File / Digital Document Management System
Employee Signature	Confirmation that handover was performed	Outgoing Employee	Attached to Handover Document
Manager Signature	Verification of handover completion	Manager	Attached to Handover Document

## 6. Handover Acknowledgement Form (Template)

Handover Details	Information
Employee Name	
Employee ID	
Department	
Handover Date	
Summary of Handover	
Outstanding Tasks/Issues	
<b>Signatures</b>	
Outgoing Employee Signature / Date	
Manager Signature / Date	

## 7. Review and Update

This SOP should be reviewed annually or as required to ensure ongoing suitability, adequacy, and effectiveness.