

## leaver handover checklist

name.

date.

antings	Data	Location	Cubicat	Actions:	Completed	Action Deguired	Name	Detri
leetings	Date	Location	Subject			Action Required:	Name	Date:
				Handover document completed	Yes/No	Postponed/Advised change of attendee by:		
				Handover document completed	Yes/No	Postponed/Advised change of attendee by:		
				Handover document completed	Yes/No	Postponed/Advised change of attendee by:		
				Handover document completed	Yes/No	Postponed/Advised change of attendee by:		
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				Handover document completed	Yes/No	Postponed/Advised change of attendee by:		
				Handover document completed	Yes/No	Postponed/Advised change of attendee by:		
Ongoing Work	Who For	Deadline	Priority	Task form completed	Yes/No	Delegated to:		
				Task form completed	Yes/No	Delegated to:		
				Task form completed	Yes/No	Delegated to:		
				Task form completed	Yes/No	Delegated to:		
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				Task form completed	Yes/No	Delegated to:		
				Task form completed	Yes/No	Delegated to:		
ecific Role/Con	ntact/Signatory on behalf of ??:							
	cts (computers /website /warehouse /pho	ones etc): First Aider: Specific	reporting: Bank signatory etc					
эарриот соли а	Description	Passwords involve						
	Deconption	1 400000140 11100100	a Bottino	Handover document completed	Yes/No	Delegated to:		
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				Handover document completed Handover document completed	Yes/No	Delegated to:		
					Yes/No	Delegated to:		

## NB

Have personal plaques been collected from walls Have personal training certificates been collected Have personal items from kitchen & fridge been collected

