

Equipment Handover Form

Borrower-to-borrower transfer record | WhoHasGear

Use only when the equipment owner's policy permits this handover. Record actual custody and location; this form does not approve a transfer or confirm a physical return, availability, safety or release of liability. Keep completed records private.

1. Record and equipment

Handover record ID

Original loan reference

Equipment owner / team

Asset ID

Serial number (or Not assigned)

Item description

Outgoing borrower

Incoming borrower

2. Permission before handover

Applicable policy / instruction reference

Policy branch: Permitted / Approval required / Desk-only / Prohibited / Unknown

Authorization status: Not required by policy / Pending / Approved / Declined

Coordinator / authorized decision-maker

Decision date, time and time zone

Approval / instruction reference

3. Actual custody and observations

Transfer state: Planned / Physically handed over / Did not occur

Actual handover date, time and time zone (blank until it occurs)

Actual handover location

Current physical holder and location

Condition actually observed (write Not checked when unverified)

Accessories actually observed and quantities

Missing, damaged or unverified items

Outgoing acknowledgement reference and time

Incoming acknowledgement reference and time

4. Due date and follow-up

Existing due date, time and time zone

Approved amended due date (blank if unchanged)

Amendment decision-maker, timestamp and evidence reference

Open exception / discrepancy

Follow-up owner and next action / deadline

5. Coordinator record update

Record-update state: Pending / Updated / Exception unresolved

Original loan history reference retained

Incoming custody / linked record reference

Recorded custodian and actual location

Updated by and timestamp

Later physical return record reference (blank until returned)

Recording a handover does not settle responsibility, authorize use or close the loan. Follow your team's policy. If the transfer already happened without permission, record the facts and escalate; do not backdate approval. Guide: <https://whohasgear.com/blog/equipment-handover-form-template>