

## **Estates and Infrastructure**

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### **Handover Procedure**

#### **1 Purpose**

This procedure is intended to ensure minimal disruptions to operations in the event employees proceed on any leave greater than 5 working days or are exiting the section.

#### **2 Scope**

This procedure applies to all Estates and Infrastructure staff proceeding on planned leave greater than 5 working days and staff exiting their contract of employment. The hand over must be completed by the day of departure.

#### **3 Responsibilities**

- a. All Staffs are to comply with handover procedure ensuring forms are properly filled out, approved and submitted for handover.
- b. Supervisors are to ensure that staffs are aware of the procedure and comply.
- c. Clerical Assistant is responsible for filing and administration of the checklist including updating and reviewing the procedure as required.

#### **4 Related Documents**

The two guiding policies that should be referred in conjunction to this procedure are;

- 5.17.18 Staff Leave and Other Absences from USP (available on HR website)
- 5.17.02 Annual Leave: Academic & Comparable Staff (available on HR website)

# Handover Checklist

Staff ID: \_\_\_\_\_

Staff Name: \_\_\_\_\_

Leave Period: \_\_\_\_\_

Handover Date: \_\_\_\_\_

Contact Details: \_\_\_\_\_

Delegated Staff: \_\_\_\_\_  
(Where available otherwise supervisor)

No.	Items	Activity Details	Indicate: (Y)Yes or (N)No	Comments if any
1	Handover notes	Witten notes detailing any works in Progress status and key activities		
2	All keys (Access & Vehicle)	Access to work areas, work vehicles etc handover to designated staff		
3	Email Setting – If proceeding on Leave	Automatic Reply in email should specify – Leave dates, Contacts for Helpdesk and contact for emergency		
4	Equipment, Tools handover (walkie Talkie, work phone, specialty tools)	Handover essential works equipment and tools		
5	Delegation Authority	Specify in writing(email) delegated authority arrangements		
6	Administration Handover Petty Cash, files etc	Handover administrative matters		

*\*Please state N/A for areas not applicable*

**Any other Comments:**

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**SIGNED (Staff Member)**

**SIGNED (Supervisor)**

**Date:.....**

**Date:.....**