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web to fill out a handover takeover format follow these steps 1 start by documenting the basic information about the handover process such as the date the name of the person handing over and the name of the person taking over 2 provide a brief background or overview of the project or task being handed over

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web handover refers to the fact that a given item physically exists it is accessible but not that it works for more extensive performance it is advisable to separate handover from acceptance and before accepting the work we should be able to check its quality see the acceptance report form