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The person leaving the position is responsible for the job handover. An essential part of this is the preparation of a schedule of meetings with the people that the newcomer has to see in order to establish his/her network.

CHECKLIST for Job Handover If I complete this checklist do

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representing the supplier should have a handover report ready, which should be confirmed as a proof of handover. When is the document used The document is used as legal evidence that a handover took place, e.g. to determine contractual deadlines, or to determine who has had access to project outputs. Process of preparing the document 1.

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