

Asset Handover Form

HR RECORD
Classic grid

EMPLOYEE Tariro Dube	DEPARTMENT Facilities and Safety Operations	STATUS Acknowledgement required
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Document	FAC-CUST-2026-1109
Document date	2026-05-25
Employee ID	FAC-CUST-042
Manager	Facilities Compliance Lead
Effective date	2026-06-01
Site reference	NMC-HRE-FAC-01
Program	Facility safety and compliance assurance
Integration reference	EHS-FAC-CUST-2026-1109
Retention class	FACILITY-SAFETY-7Y

ENTERPRISE COMPLIANCE PACKET

PROGRAM Facility safety and compliance assurance	SCOPE Internal EHS, facility audit, maintenance readiness, and incident evidence review
RISK Medium	SOURCE SYSTEM EHS/Facilities workflow
INTEGRATION REF EHS-FAC-CUST-2026-1109	RETENTION FACILITY-SAFETY-7Y
EVIDENCE REF AST-EVD-1109	AUTHORITY Buyer EHS, legal, and statutory owners remain the compliance authority

CUSTODY AND ACKNOWLEDGEMENT

EMPLOYEE Tariro Dube	EMPLOYEE ID FAC-CUST-042
MANAGER Facilities Compliance Lead	STATUS Acknowledgement required

RECORD ENTRIES

Item	Description	Value	Notes
Asset custody	Thermal camera and inspection tablet issued for facility safety rounds	Issued	Return to facilities store after monthly audit cycle

Condition	Device condition and calibration label confirmed before handover	Accepted	Calibration record remains in buyer asset system
Evidence boundary	Photo and scan evidence is referenced, not stored in the starter pack	External reference	AST-EVD-1109

EMPLOYEE _____	MANAGER _____	HR _____
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ACKNOWLEDGEMENT RECORD
Use the signature row to confirm receipt, condition, responsibility, or witness acknowledgement depending on the selected HR or asset-control template. Teleza does not become the HRIS, training LMS, asset register, or legal acknowledgement authority.