

**Lotte Chemical Pakistan Limited
Port Qasim**

PROCEDURE NO.	HSE&S Procedure No. 1.02-02	Page 1 of 3
TITLE	Handover of Line and Technical Management Jobs	
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1. PURPOSE

To set out the arrangements for ensuring that a person newly appointed, **promoted or transferred** to a management job, receives a suitable handover of technical, health, safety and environmental matters and of organisational and administrative aspects relevant to the particular plant, **non-manufacturing section or department** and job.

2. SCOPE

This procedure applies to the Plant Site, City Office and Raw Water Pumping Station, when a person is appointed, **promoted or transferred** to a management job.

It covers the arrangements and responsibilities for preparation and review of a list of items for handover and for conduct and review of the handover programme.

3. DEFINITIONS

3.1 None

4. REQUIREMENTS

4.1 Principles

4.1.1 There shall be a written list of relevant issues and information for handover for each management job.

4.1.2 The handover programme for an incoming job holder shall include briefing on each item on the list. Progress through the programme shall be monitored and recorded by the Job Holder and his line manager.

4.2 The Chief Executive shall ensure that a Handover List exists for every management job within the LCPL area, and that it covers at least those items which are relevant from the list in Appendix-1.

Each department must develop a comprehensive Handover list and Specific Key features list according to each specific job entitlement and record will be available in Job handover database.

4.3 Before a change in job holder for any such job, the Job Holder's line manager shall:

- Review the handover list with the outgoing job holder
- Ensure that the list is comprehensive and up to date
- Ensure that the most important issues specific to the plant or to that of the plant are identified in a list of specific key features

(A check list of typical items for inclusion in a list of key features is given in Appendix-2).

Incoming and outgoing job holders along with his / their line managers & functional head/s should signed a affirmation handover in a new Job Handover database mentioning the dates of handovers .

Note : In case job holder is transferred from other department then both previous and new line managers will sign in database .

- 4.4 As soon as is practicable after the appointment is known, the Job Holders line manager shall agree a suitable timescale (not more than 03 months) for the handover with the incoming and outgoing job holders.
- 4.5 Staff movements should allow adequate overlap between incoming and outgoing job holders to ensure that continuity of management and synergy of experience are maintained.
- 4.6 The outgoing job holder shall work through the Handover List with the incoming job holder and shall record completion of the handover of each listed item. The technical handover document will be available to each job holder in IBM Notes. He will be responsible to prepare and review it through immediate supervisor / line manager. A proper file should be maintained in which all relevant issues & documents will be included in hard copies and those are available in lotus notes must be mentioned clearly . This file must be kept by incoming job holder and can be presented during audit .
- 4.7 The Functional Heads shall ensure that handover system in place for new apponitments as well as job transfers with an auditable documentation. They shall ensure that each individual has filled technical handover form on IBM Notes and data is maintained.

5. COMMUNICATION & TRAINING

- 5.1 The Chief Executive shall ensure that all managers are aware of their responsibilities within this procedure.

6. DOCUMENTATION

- 6.1 Appendix-1 Handover List
- 6.2 Appendix-2 List of Specific Key Features

7. REFERENCES

- 7.1 HSE&S Procedure No. 19.02-01 Plant Information–The Plant Dossier

8. AMENDMENTS

This is a [eight](#) revision.