



Effective Date: 01 June 2023

1. Introduction

The Handover Notes Policy outlines the guidelines and procedures for the documentation and communication of essential information during the handover process within the Historic Army Aircraft Flight (HAAF). This policy aims to ensure the smooth transition of responsibilities, tasks, and critical information between volunteers, or individuals involved in the handover process.

2. Scope

This policy applies to all volunteers, contractors, and individuals involved in the handover process within the HAAF. It covers handovers that occur due to changes in roles, projects, responsibilities, or any other circumstances where knowledge transfer is necessary for the continued operation and effectiveness of the HAAF's activities.

3. Handover Notes Procedures

The following procedures shall be followed during the handover process:

a. Documenting Essential Information:

- The outgoing volunteer, or individual responsible for the handover shall document essential information relevant to their role, tasks, projects, and any other pertinent details.
- Handover notes should include clear and concise information, focusing on critical aspects that would enable the incoming person to understand their new responsibilities and carry out their duties effectively.

b. Contents of Handover Notes:

- Handover notes should cover key responsibilities, ongoing projects, pending tasks, upcoming deadlines, contact details of relevant stakeholders, important documents or files, access codes or passwords, and any other information necessary for a seamless transition.
- Relevant documents, files, or references should be properly organized and referenced in the handover notes.

c. Timeliness:

- The outgoing volunteer, or individual responsible for the handover should prepare the handover notes in a timely manner to allow sufficient time for review and clarification before the transition takes place.
- Handover notes should be provided to the incoming person well in advance to ensure a smooth transfer of responsibilities.

d. Review and Clarification:

- The incoming person should review the handover notes thoroughly and seek clarification from the outgoing person if any information requires further explanation or elaboration.
- The outgoing person should be available to answer questions and provide additional support during the handover period.

e. Communication with Relevant Parties:



- The outgoing person should communicate the handover process to relevant parties, such as supervisors, team members, or stakeholders, to ensure everyone is aware of the upcoming transition and any adjustments or changes that may occur.

f. Verification and Acknowledgment:

- The incoming person should verify and acknowledge the receipt of the handover notes to confirm their understanding of the information provided.
- Any discrepancies or concerns regarding the handover notes should be addressed promptly and communicated to the outgoing person or the appropriate authority within the HAAF.

4. Confidentiality and Data Protection

a. Confidential Information:

- The outgoing person should exercise discretion when documenting and sharing sensitive or confidential information in the handover notes.
- Confidential information should only be disclosed to individuals who have a legitimate need to know.

b. Data Protection:

- The outgoing person should comply with data protection laws and regulations when including personal data or sensitive information in the handover notes.
- Personal data should be anonymized or pseudonymized whenever possible to protect individual privacy.

5. Policy Review

This policy shall be reviewed periodically to ensure its continued effectiveness and relevance. Any proposed changes to this policy shall be reviewed and approved by the appropriate HAAF authority.