

Contractor Handoff Template

By Kris Drouet, Engineering Executive, in partnership with KORE1. Five pages to fill in before a contract ends, with one named employee beside every component.

Engagement or project	Contractor	Engineering lead
Employee owner who inherits the work	Contract end date	Handoff review date

HOW TO READ A LINE

Sample row shows the level of detail

Named owner

No owner yet

1 Systems touched

What did the contractor change, run or depend on?

SYSTEM OR REPOSITORY	WHAT THE CONTRACTOR CHANGED OR RAN	WHERE IT LIVES	EMPLOYEE WHO HAS SEEN IT
Billing service <i>Sample row</i>	Rewrote the retry logic for failed invoice runs	billing repo, main branch	
Nightly data sync <i>Sample row</i>	Owns the schedule and the alert rules	scheduler config and the alerts channel	
Vendor integrations <i>Sample row</i>	Built the webhook receiver for the payments vendor	integrations repo, vendor dashboard	

2 Runbooks

Can someone else run it from the page alone?

TASK	WHERE THE STEPS LIVE	LAST RUN BY	RUN BY AN EMPLOYEE ON
Restart the nightly sync after a failure <i>Sample row</i>	Runbook page, linked from the repo readme	Contractor	
Rotate the payment gateway key <i>Sample row</i>	Runbook page, linked from the secrets manager entry	Contractor	
Roll back a bad release <i>Sample row</i>	Release pipeline docs	Contractor	

3 Credentials to revoke

What can the contractor still open after the last day?

ACCESS	HELD BY	REVOKE ON	REVOKED BY
Source control write access <i>Sample row</i>	Contractor, named account	End date	
Cloud console role <i>Sample row</i>	Contractor, named account	End date	

Shared vendor portal login <i>Sample row</i>	Contractor and two employees	End date, then change the password	

4 Open risks

What is known, unfixed and about to be someone else’s problem?

RISK	WHAT BREAKS	WHO WATCHES IT	NEXT STEP AND DATE
The release script needs a tool installed only on the contractor’s laptop <i>Sample row</i>	Releases stop the day the laptop goes back	Engineering lead	Move the script into the pipeline by the review date
Alerts for the nightly sync go to a channel nobody reads <i>Sample row</i>	A failed run goes unnoticed for days		Route the alerts to the on-call rotation
Two integration tests fail about one run in ten <i>Sample row</i>	Real failures get ignored with the noise		Fix or delete both before the end date

5 Ownership map

Which named employee answers for each component?

POSITION	COMPONENT	EMPLOYEE OWNER	BACKUP	CONTRACTOR OUT ON
● 1	Billing service			
● 2	Release pipeline			
● 3	Customer database			
● 4	Nightly data sync			
● 5	Sign-in and sessions			
○ 6	Monitoring and alerts	No owner yet		
● 7	Vendor integrations			
● 8	Infrastructure as code			
● 9	Reporting exports			

READY TO HAND OVER

Contractor I wrote down what I know and where it lives. Signature and date.	Employee owner I read it, I ran the runbooks and I own these components. Signature and date.	Engineering lead Every component has a named owner and a backup. Signature and date.

Read this too. A handoff template, not legal advice or a security audit. Change the rows to fit your stack and your policy, but keep a name and a date on every line. The reasoning behind each page is at kore1.com/contractor-handoff-template/.