Shift handover log

Date _____ **Area or unit** _____

Outgoing _____ **Incoming** _____

Shift _____

Status of the area

What's running, what's stopped, what's changed.

Open items

Item	Who	Priority	Done

Safety events this shift

Injuries, near misses, spills, stop-work calls. Write none if none.

Equipment out of service

Equipment	Problem	Tagged

Notes for the next shift

A starting point. Adapt it to your equipment, your procedures and the rules that apply to you. Free template from portalbaseai.com

Handover

Role	Name	Signature	Time