

Shift Handover Report

Date: [Date]

Shift: [Shift Time/Duration]

Prepared By: [Your Name]

Position: [Your Position]

Handover To: [Name of the Person Taking Over]

1. Overview

- Briefly summarize the purpose of the shift handover report and any significant events during the shift.

2. Key Activities

- **Activity 1:**
 - Description: [Brief description of the activity]
 - Status: [Completed/Ongoing/Pending]
- **Activity 2:**
 - Description:
 - Status:

3. Issues Encountered

- **Issue 1:**
 - Description: [Brief description of the issue]
 - Action Taken: [What was done to address it]
 - Further Action Required: [If applicable]

- **Issue 2:**
 - Description:
 - Action Taken:
 - Further Action Required:

4. Important Information

- **Updates:**

List any important updates or changes that the incoming shift should be aware of.
- **Pending Tasks:**

Highlight any tasks that are still pending and need attention.

5. Equipment Status

- **Equipment 1:**
 - Status: [Working/Needs repair/Other]
 - Comments: [Any additional information]
- **Equipment 2:**
 - Status:
 - Comments:

6. Recommendations

- Offer any suggestions or tips for the incoming shift based on your experience during this shift.

7. Sign-off

- **Prepared By:** [Your Name]

- **Signature:**
- **Date:**
- **Handover To:** [Name of the Person Taking Over]
- **Signature:**
- **Date:**