**24-Hour Shift Report Form**

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| Shift Information |
| **Shift Date** | MM/DD/YY |
| **Shift Start Time** | 6:00 AM |
| **Shift End Time** | 2:00 PM |
| **Supervisor** | Name |
| Staff Information |
| **Employee Name** | **Position** | **Hours Worked** |
| Name | Role | 0.00 |
|  |   |   |
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| Shift Summary |  |  |
| **Key Tasks Completed** |
| Task 1 | Description |
| Task 2 | Description |
| Task 3 | Description |
| **Significant Events** |
| Event 1 | Description |
| Event 2 | Description |
| Event 3 | Description |

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| --- | --- | --- |
| Incident Reports |  |  |
| **Time** | **Description** | **Action Taken** |
| 1:00 PM | Description |  |
| 1:00 PM | Description |  |
| 1:00 PM | Description |  |
| 1:00 PM | Description |  |
| 1:00 PM | Description |  |
| Equipment / Resource Status |  |  |
| **Item** | **Current Status** | **Issues Identified** |
|  | Operational |   |
|  | Under Repair |  |
|  | Operational |  |
|  | Operational |  |
| Safety Checks |  |  |
| **All Safety Protocols Followed** |  |
| **Safety Incident(s) Descriptions (if applicable)** |  |

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| Communication Log |  |  |
| **Time** | **Message / Information** | **Recipient / Sender** |
| 1:00 PM | Description |  |
| 1:00 PM | Description |  |
| 1:00 PM | Description |  |
| 1:00 PM | Description |  |
| 1:00 PM | Description |  |
| Pending Tasks |  |  |
| **Unresolved Items** |
| Task 1 | Reason pending |
| Task 2 | Reason pending |
| Task 3 | Reason pending |
| Key Performance Indicators |  |  |
| **KPIs** |
| Equipment Uptime Percentage |  |
| Response Time to Incidents |  |
|  |  |
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| --- | --- | --- |
| Handover Notes |  |  |
| **Important Information for Next Shift** |  |
| **Recommendations** |  |
| Signatures |  |  |
| **Supervisor** |  | **Incoming Supervisor** |  |
| **Name** |  | **Name** |  |
| **Signature** |  | **Signature** |  |
| **Date** | MM/DD/YY | **Date** | MM/DD/YY |
| **Time of Sign-off** | 12:00 PM | **Time of Sign-off** | 12:00 PM |

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