**[A blue background with white text

Description automatically generated](https://www.smartsheet.com/try-it?trp=12229&utm_source=template-word&utm_medium=content&utm_campaign=24-Hour+Shift+Report+Form-word-12229&lpa=24-Hour+Shift+Report+Form+word+12229)24-Hour Shift Report Form**

|  |  |  |
| --- | --- | --- |
| 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 | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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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