**[A blue and white sign

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

Company Name: *Name*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Shift Information | | | | | |
| Date | |  | | | |
| Shift Start Time | |  | Shift End Time | |  |
| Shift Supervisor / Manager | | | | | |
| Name | |  | | | |
| Contact Information | |  | | | |
| Shift Team Members | | | | | |
| Name |  | | Role |  | |
| Name |  | | Role |  | |
| Name |  | | Role |  | |
| Name |  | | Role |  | |
| Name |  | | Role |  | |
| Shift Details | | | | | |
| Task Summary  *Completed and pending tasks* | | | | | |
|  | | | | | |
| Incidents / Notes  *Operational issues, safety incidents, or staff concerns* | | | | | |
|  | | | | | |
| Signature  *Verification from the shift leader* | | | | | |
|  | | | | | |

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