**Shift Change Handover Report Template**

|  |  |  |  |
| --- | --- | --- | --- |
| Department |   | Day |   |
| Supervisor |   | Start Time | 8:00 AM |
| Date | MM/DD/YY | Finish Time | 4:00 PM |
| Priorities |   |
|  |  |  |  |
| Shift Personnel | Hours | Shift Personnel | Hours |
| Name | **0.00** | Name | **0.00** |
|   |  |   |  |
|   |  |   |  |
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|  |  |  |  |
| --- | --- | --- | --- |
| Tasks Beginning of Shift | Initials | Tasks Beginning of Shift | Initials |
| Description | **XX** | Description | **XX** |
|   |  |   |  |
|   |  |   |  |
|   |  |   |  |
|   |  |   |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Tasks Ending of Shift | Initials | Tasks Ending of Shift | Initials |
| Description | **XX** | Description | **XX** |
|   |  |   |  |
|   |  |   |  |
|   |  |   |  |
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| --- | --- | --- | --- |
| Handover Notes |  |  |  |
| *Summary of tasks and issues.* |  |  |  |
|   |

|  |  |  |  |
| --- | --- | --- | --- |
| Equipment Notes |  |  |  |
|   |
| Ongoing Tasks |  |  |  |
| *Items needing attention by the next shift.* |  |  |
|   |
| Handover To |  |  |  |
| *Specifies the name or role of the individual or team taking over the responsibilities for the next shift.*  |  |
|   |
| Handover Approval |  |  |
| *Signature from outgoing and incoming supervisors.* |  |  |
|   |   |

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