**[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=Shift+Change+Handover+Report+Template-word-12229&lpa=Shift+Change+Handover+Report+Template+word+12229)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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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