



Daily Shift Handover Report Template

Company name		Date	
Location		Day: Mon Tue Wed Thu Fri Sat Sun	
Department		Shift start time	
Shift Supervisor		Shift end time	

Shift personnel	Role	Hours

Tasks beginning of shift (description)	Initials	Status	Blockers
		Not Started ▾	
		Not Started ▾	
		Not Started ▾	

Tasks ending of shift (description)	Initials	Status	Blockers
		Not Started ▾	
		Not Started ▾	
		Not Started ▾	

Tasks for next shift	Message for
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Handover notes

Equipment & inventory notes

Incidents / Other notes

Closing shift signature _____, Time: _____

Next shift supervisor _____

Next shift supervisor's signature _____, Time: _____