

Shift Change Handover Report Template

Department		Day	
Supervisor		Start Time	
Date		Finish Time	
Priorities			

Tasks Beginning of Shift	Initials	Tasks Beginning of Shift	Initials

Tasks Ending of Shift	Initials	Tasks Ending of Shift	Initials

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.

--	--

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.