

Shift handover

Blank operational record for adaptation to your site procedures

Site / post	Date
<hr/>	<hr/>
Outgoing officer	Incoming officer
<hr/>	<hr/>
Shift start and end	
<hr/>	
Open issues and action owners	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
Keys and equipment transferred	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
Expected visitors deliveries or contractors	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
Instructions passed to next shift	
<hr/>	
<hr/>	
<hr/>	

Outgoing acknowledgement: _____ Incoming acknowledgement: _____

Complete and store according to your organisation's approved procedures.