

# SHIFT HANDOFF CHECKLIST

Complete this checklist at the end of each shift to ensure a smooth handoff to the next team. Check all applicable boxes and note any issues. Print and file or scan for records.

## 1 – Shift Details

Date: \_\_\_\_\_

Shift Time: [\_\_] 1st (Morning) [\_\_] 2nd (Afternoon) [\_\_] 3rd (Night)

Outgoing Shift Supervisor: \_\_\_\_\_

Incoming Shift Supervisor: \_\_\_\_\_

## 2 – Production Status

Production targets met for shift (Units: \_\_\_\_ / Target: \_\_\_\_)

Current production run complete or in progress \_\_\_\_\_

☐

Work orders updated in the system

☐

Inventory levels checked (raw materials, WIP, finished goods)

Low stock alerts: \_\_\_\_\_

## 3 – Equipment & Maintenance

☐

All machines operational

Issues (e.g., downtime, faults): \_\_\_\_\_

☐

Maintenance tasks completed as scheduled

☐

Lubrication/oil checks done

☐

Tooling inspected/replaced

☐

Equipment cleaned and ready

☐

Safety guards and controls verified

## Contact Us

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## 4 – Quality Control

Quality checks performed (e.g., SPC, inspections)

Results: [\_\_] Pass [\_\_] Fail (Details: \_\_\_\_\_ )

☐ Non-conforming products isolated and logged

☐ Quality documentation updated

## 5 – Safety & Housekeeping

☐ No safety incidents reported

If incidents occurred, details: \_\_\_\_\_

☐ Work areas clean and organized (5S standards)

☐ Spill or hazard areas addressed

## 6 – Open Issues & Notes

All critical issues communicated to incoming shift

Key handoff notes (e.g., priorities, delays, special instructions):

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## Signatures

Outgoing Supervisor: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Incoming Supervisor: \_\_\_\_\_ Date/Time: \_\_\_\_\_

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