Shift handover checklist

Go through every area on every shift. Write what happened, not just "OK", and tick an area only when it's covered or marked "nothing to report".

LINE	DATE	OUTGOING SHIFT / LEAD	INCOMING SHIFT / LEAD

The seven areas

☐	**Safety**	Near-misses, hazards, injuries, anything still unsafe (temporary guards, barriers)	
☐	**Quality**	Deviations, product on hold, complaints, failed or missed checks	
☐	**Production**	Output against plan, stops and their causes, where the current order stands	
☐	**Equipment and maintenance**	Open faults, temporary fixes and workarounds, work orders raised, non-standard settings	
☐	**Materials**	Shortages, changeovers done, what's staged for the next run	
☐	**People**	Absences, who covers which position, anyone new or in training	
☐	**Open actions**	Everything unfinished: one owner and a due time each, and what's already been tried	

The procedure

Before the end of the shift

1. Start the written handover at a fixed time, before the last changeover.
2. Cover all seven areas for each line.
3. Give every open action one owner and a due time.
4. Flag the one or two items to deal with first.

The handover itself

1. Meet at the line or the shift board.
2. Go through the areas in order, safety first.
3. Hand over open actions one by one; get a clear "mine".
4. Questions until the incoming team is satisfied.

After the handover

1. Incoming lead confirms receipt (name and time).
2. Raise anything unclear while the outgoing team is on site.
3. Supervisor escalates items open for several shifts.

HANDED OVER BY (SIGNATURE, TIME)	RECEIVED BY (SIGNATURE, TIME)

© Amsterdam Data Labs B.V.