[Company name]

*How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.*

Shift Handover Form

Handing over cleanly between shifts: what happened, what is outstanding, and what the next shift must watch.

Shift details

Shift date	**[Shift date]**
Shift times	**[Shift times]**
Location	**[Location]**
Outgoing shift lead	**[Outgoing shift lead]**
Incoming shift lead	**[Incoming shift lead]**

Shift summary

Summary: **[two or three sentences on how the shift went - what went well, what did not]**.

_____
_____

_____
_____

_____
_____

[Company name]

Outstanding tasks

Task	Status	Action needed next shift

Issues and incidents

Issue / incident	Time	Action taken	Still open?

[Company name]

Messages and follow-ups

Message for	From	Content	Follow-up needed

Next shift priorities

Priority	Task	Owner
Priority 1		
Priority 2		
Priority 3		

[Company name]

Sign-off

Outgoing lead signature	**[Outgoing shift lead]**
Incoming lead signature	**[Incoming shift lead]**
Open items acknowledged	

Completion

✓	Check	Notes
	Completed work, outstanding work, and incidents are all recorded - nothing verbal only.	
	Every outstanding item has an action for the next shift.	
	Both leads signed, and the incoming lead confirmed the open items.	

Document	Shift Handover Form
Version	2.0 (redesign)
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**