STRATIVORN

Shift Handoff

FICTIONAL EXAMPLE

SHIFT DATE	OUTGOING TO INCOMING	AREA / LINE
2026-11-18	Day to Night	Packaging Line 2
OUTGOING LEAD	**INCOMING LEAD**	**REVIEW TIME**
Maya Ortiz	Andre Cole	18:55

PRODUCTION OUTPUT

Product / job	Unit	Target	Actual good	Variance	Attainment
BX-240	cases	1,200	1,080	-120	90.0%
BX-480	cases	600	630	+30	105.0%
Total	cases	1,800	1,710	-90	95.0%

DOWNTIME | TOTAL MINUTES 40

Start	Minutes	Equipment / reason	Action taken / current condition
09:10	25	Case sealer jam	Cleared jam; checked first five cases.
14:20	15	Label sensor fault	Cleaned sensor; fault may recur.

STAFFING GAPS

Role / station	Required	Available	Gap	Coverage / impact	Owner
Packer	4	3	1	Cross-trained floater covers until 20:00.	Andre Cole

OPEN ISSUES & NEXT ACTIONS

Issue / impact	Owner	Next action	Due date / time	Status
Label sensor fault	Maintenance	Trend faults and inspect bracket.	Nov 18, 20:30	In progress
Lot B241 on hold	Dana Lee (QA)	Keep 24 cases on hold; verify barcode.	Nov 18, 19:30	Open

FIRST PRIORITY FOR INCOMING SHIFT

Confirm packer coverage after 20:00 and keep lot B241 on hold pending QA release.

Before handoff Enter good output, downtime, staffing gaps and unresolved issues.

At handoff Review exceptions. Confirm the next action, owner and due time for each open issue.

After handoff Record the incoming lead and review time. Keep the sheet with the shift record.