STRATIVORN

Shift Handoff

PRINTABLE SHEET

SHIFT DATE	OUTGOING TO INCOMING	AREA / LINE
OUTGOING LEAD	**INCOMING LEAD**	**REVIEW TIME**

PRODUCTION OUTPUT

Product / job	Unit	Target	Actual good	Variance	Attainment
Shift total					

DOWNTIME | TOTAL MINUTES _____

Start	Minutes	Equipment / reason	Action taken / current condition

STAFFING GAPS

Role / station	Required	Available	Gap	Coverage / impact	Owner

OPEN ISSUES & NEXT ACTIONS

Issue / impact	Owner	Next action	Due date / time	Status

FIRST PRIORITY FOR INCOMING SHIFT

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.