

Shift handover

Date: _____ Shift: _____ Prepared by: _____

Location: _____ Handed to: _____

Open issues

What is unresolved right now — one line each, with an owner.

Done & verified

What was finished and checked this shift, so nobody re-does it.

Heads-up for next shift

What the incoming crew should know before it bites.

Callouts & coverage changes

Who called out, what moved, who covers.
