

Shift Log Template

Handover & Events Record

Record time-stamped shift notes, open issues and handover items so the next shift starts informed.



Also available digitally
This checklist can also be completed on a **phone, tablet or PC** in flowdit. Add photos, notes and actions to each item, and generate the report automatically.
[Scan to open · flowdit.com](https://flowdit.com)

Area / line		Date	
Shift (day/night)		Logged by	

Shift entries

Time	Entry / event	Logged by	Action needed

Handover check	Done	N/A	Notes
Open issues handed over			
Running jobs and status noted			
Safety / quality events recorded			
Pending actions assigned an owner			

Open issues carried to next shift

#	Issue	Owner	Status
1			
2			
3			
4			
5			
6			

Acceptance decision

Rule: every entry is time-stamped and tagged with the name of the person who logged it.



Handover: [] Complete [] Open items remain

Outgoing shift

Incoming shift

Name / Signature / Date

Name / Signature / Date