

# Manufacturing Shift Change Training Handover Log

Date:

Shift:

e.g. Day / Night

Outgoing Operator Name:

Incoming Operator Name:

| Topic / Area                 | Details / Notes |
|------------------------------|-----------------|
| Inventory / Materials        |                 |
| Equipment Status             |                 |
| Safety Issues                |                 |
| Quality Control              |                 |
| Pending Tasks / Instructions |                 |
| Other Notes                  |                 |

Training Topics Covered (if any):

Outgoing Operator Signature:

Incoming Operator Signature: