

# End-of-Shift Assembly Line Review Checklist

Date

Shift

Supervisor Name

Start Time

End Time

## Checklist

- ☐ All equipment powered off and cleaned
- ☐ Remaining materials stored/locked as required
- ☐ Tools inspected and returned to storage
- ☐ Finished products labeled and moved to allocation area
- ☐ Waste disposed of properly (bins emptied)
- ☐ Safety hazards checked and reported
- ☐ Production logs updated
- ☐ Issues communicated to next shift

## Notes / Comments

Add any additional notes here...

## Supervisor Signature

Supervisor signature