

End-of-Shift Assembly Line Review Checklist

Date

Shift e.g., A, B, C

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