ACME COMPANY

SHIFT HANDOVER CHECKLIST

Millstone Avenue - Rutherford | Millstone Avenue,

WEDNESDAY 28TH OCTOBER 2026

SUMMARY

Handover communication is broadly sound across operations, but critical safety obstructions and unlogged mechanical leaks require immediate supervisor escalation.

Production and Operational Status

Q#	QUESTION	RESPONSE
1.	Current job, product, or batch running and its status are communicated to the incoming shift	YES
2.	Production output for the shift is recorded against target Hourly tracking board on Line 2 is 180 units below quota with no downtime rationale logged.	NO
3.	Work in progress and its current stage are handed over	YES
4.	Any changeovers completed or still pending are explained	YES
5.	Deviations from the production plan are documented with reasons	YES

Equipment and Maintenance

Q#	QUESTION	RESPONSE
6.	All equipment faults or breakdowns during the shift are logged	YES
7.	Equipment out of service or running in a degraded state is identified	NO



28 Oct 26 01:56 PM

Conveyor drive motor #4 has an active gearbox oil leak onto the deck; not logged or flagged.

8.	Maintenance work in progress on the floor is described to the incoming shift	YES
9.	Outstanding maintenance requests and spare parts on order are noted	YES

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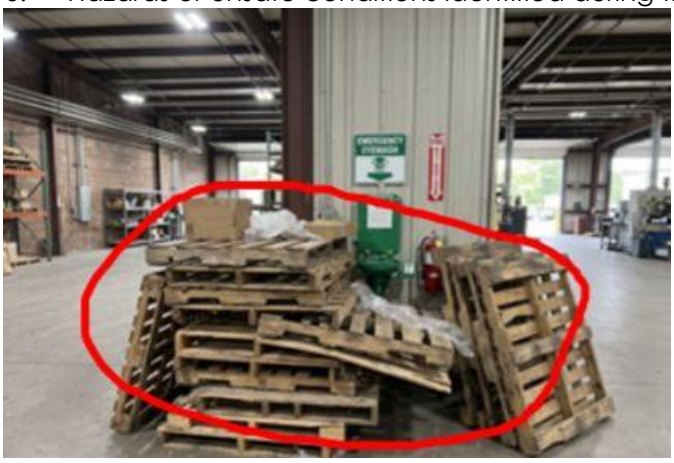
10.	Machine settings or parameters changed during the shift are recorded	YES

Quality

Q#	QUESTION	RESPONSE
11.	Quality issues, defects, or non-conformances from the shift are recorded	YES
12.	Any product on hold or in quarantine is identified with its location	YES
13.	Scrap and rework quantities for the shift are logged	YES
14.	Active quality alerts or open customer complaints are handed over	YES

Safety, Health and Environment

Q#	QUESTION	RESPONSE
15.	Safety incidents or near-misses during the shift are recorded	YES
16.	Hazards or unsafe conditions identified during the shift are flagged	NO



28 Oct 26 01:57 PM

Emergency eyewash station on Line B obstructed by stacked pallet staging; hazard unflagged.

17.	PPE or safety equipment issues are reported	YES
18.	Any spills, leaks, or environmental issues are documented	YES
19.	Permits to work still open at shift end are handed over	YES

Outstanding Tasks and Priorities

Q#	QUESTION	RESPONSE
20.	Incomplete tasks from the shift are listed for the incoming team	YES
21.	Priority tasks for the incoming shift are identified and explained	YES
22.	Tasks with approaching deadlines or SLAs are highlighted	YES
23.	Unresolved issues carried over from the previous shift are reviewed and updated	YES

Staffing and Resources

Q#	QUESTION	RESPONSE
24.	Staff attendance, absences, and late arrivals for the shift are recorded	YES
25.	Cover arrangements and any agency or temporary staff are handed over	YES

26.	Competency gaps or staff needing supervision are flagged	YES
27.	Material, stock, or consumable shortages affecting the next shift are noted	YES

Communication and Escalations

Q#	QUESTION	RESPONSE
28.	Items requiring management attention are clearly flagged	YES
29.	Messages from other departments or teams are passed on	YES
30.	Entries in the communication log or shift diary are reviewed	YES
31.	Visitor, contractor, or delivery activity affecting the next shift is noted	YES

Handover Confirmation

Q#	QUESTION	RESPONSE
32.	The outgoing lead has briefed the incoming lead across all sections	YES
33.	The incoming lead has reviewed open issues and confirmed understanding	YES
34.	All shift records, logs, and data entries are completed and up to date	YES
35.	Any questions from the incoming shift are answered before handover ends	YES

COMMENTS & ACTION PLAN

Production and Operational Status >> Production and Operational Status

(AC10119) Production output for the shift is recorded against target

FINDINGS	'No' - Hourly tracking board on Line 2 is 180 units below quota with no downtime rationale logged.
ACTION REQUIRED	Reconcile Line 2 hourly board and log root-cause downtime rationale

PRIORITY: Medium
DUE DATE: 31 Oct 26
ASSIGNEE: Jennifer Hunt

Equipment and Maintenance >> Equipment and Maintenance

(AC10117) Equipment out of service or running in a degraded state is identified

FINDINGS	'No' - Conveyor drive motor #4 has an active gearbox oil leak onto the deck; not logged or flagged.
ACTION REQUIRED	Service Line 4 conveyor drive motor hydraulic seal & clean deck

PRIORITY: High
DUE DATE: 29 Oct 26
ASSIGNEE: Jennifer Hunt

Safety, Health and Environment >> Safety, Health and Environment

(AC10118) Hazards or unsafe conditions identified during the shift are flagged

FINDINGS	'No' - Emergency eyewash station on Line B obstructed by stacked pallet staging; hazard unflagged.
ACTION REQUIRED	Clear pallet obstruction from emergency safety station & mark boundary lines

PRIORITY: Medium
DUE DATE: 31 Oct 26
ASSIGNEE: Jennifer Hunt

DECLARATION



Auditor
(Jennifer Hunt)

AUDITOR'S LOCATION