

SOP Template: Production Schedule Review and Shift Handover

This SOP details the **production schedule review and shift handover** process, ensuring seamless communication and continuity between shifts. It covers the procedures for reviewing the current production schedule, updating progress, addressing deviations, and effectively handing over critical information to incoming shift personnel. The aim is to maintain production efficiency, minimize errors, and support operational consistency across all shifts.

1. Purpose

To define the process for reviewing the production schedule and completing an effective shift handover, ensuring continuity, minimizing disruptions, and maintaining production objectives.

2. Scope

This SOP applies to all production staff responsible for shift operations and supervision within the manufacturing department.

3. Responsibilities

- **Outgoing Shift Lead:** Review and document production progress, highlight issues, and communicate key information.
- **Incoming Shift Lead:** Attend handover, clarify outstanding issues, and confirm understanding of ongoing activities.
- **Production Staff:** Provide accurate updates and support the handover process as needed.

4. Procedure

1. **Review Current Production Schedule**
 - Examine the updated production plan and tasks for the current shift.
 - Note completed, in-progress, and pending tasks.
2. **Update Production Log**
 - Enter progress data and outcomes for assigned activities.
 - Record any deviations, issues, or notable events.
3. **Identify and Address Issues**
 - List unresolved issues, critical incidents, or deviations from plan.
 - Document corrective actions taken or required.
4. **Prepare Handover Notes**
 - Summarize key achievements, outstanding tasks, and ongoing issues in the shift handover log.
5. **Conduct Shift Handover Meeting**
 - Outgoing and incoming leads meet in person (or virtually) at the workstation.
 - Review the production schedule, outstanding items, and any incidents or changes.
 - Answer questions and clarify instructions.
6. **Confirm Handover**
 - Both parties sign/acknowledge completion of the handover (log or system entry).

5. Documentation

- Production Schedule Sheet
- Shift Handover Log
- Incident/Deviation Reports (if applicable)

6. References

- Company Production Schedule Policy
- Incident Reporting Procedure

7. Revision History

Version	Date	Description	Approved By
1.0	2024-06-15	Initial SOP release	Production Manager