

SOP Template: Staff Debriefing and Shift Report Logging

This SOP details the process for **staff debriefing and shift report logging**, ensuring effective communication and continuity between shifts. It covers the procedures for conducting comprehensive debrief sessions, accurate documentation of shift activities, incident reporting, task handover, and feedback collection. The goal is to maintain operational efficiency, enhance team collaboration, and provide a clear record of shift events for management review and future reference.

1. Purpose

To establish a consistent process for debriefing staff and logging shift reports after each shift, providing transparency, accountability, and operational continuity.

2. Scope

This SOP applies to all on-duty staff and supervisors responsible for managing shifts and maintaining records of daily operations.

3. Responsibilities

- **Outgoing Shift Supervisor:** Facilitates debriefing, oversees report logging, and ensures information accuracy.
- **All Outgoing Staff:** Participate in debrief, share relevant shift details, and report incidents/tasks.
- **Incoming Shift Supervisor:** Reviews reports and seeks clarification where necessary.
- **Management:** Reviews logged reports for performance monitoring and process improvement.

4. Procedure

1. **Preparation**
 - Gather all relevant documentation, activity logs, and incident records.
2. **Staff Debriefing Session**
 - Convene all outgoing staff for a face-to-face or virtual debrief, coordinated by the outgoing supervisor.
 - Discuss shift highlights, completed tasks, outstanding issues, and incidents.
 - Address immediate concerns and clarify ambiguities.
3. **Shift Report Logging**
 - Complete the standardized shift report template (see below).
 - Ensure entries are clear, factual, and include all required information (see Section 5).
 - Submit report to the designated digital or physical log platform.
4. **Incident Reporting**
 - Document any incidents using the appropriate forms and attach to the shift report.
5. **Task Handover**
 - Clearly list outstanding tasks and items requiring follow-up for the incoming shift.
6. **Feedback Collection**
 - Encourage staff to provide brief feedback or suggestions for improvement.
7. **Review by Incoming Supervisor**
 - Review the completed report and clarify any uncertainties before team handover.

5. Shift Report Template (Sample Fields)

Field	Description
Shift Date/Time	Date and time frame of the shift
Supervisors on Duty	Names and roles
Staff on Duty	Names and roles
Key Activities Performed	Main duties and completed tasks
Incidents/Issues	Brief description and actions taken

Outstanding Tasks	Uncompleted items for handover
Staff Feedback	Comments or suggestions from staff
Supervisor Signature	Name and signature of outgoing supervisor
Submission Date/Time	When the report was logged

6. Records Management

- All shift reports and incident forms must be securely stored for the period defined by company policy.
- Electronic records should be backed up regularly; physical records should be archived as per standard procedure.

7. Review and Improvement

- Management will periodically review debrief summaries and shift logs to identify trends and areas for improvement.
- Feedback from staff will be considered for future SOP revisions.

Prepared by: _____

Date: _____