

SOP: End-of-Shift Reporting and Handover Procedures

This SOP establishes **end-of-shift reporting and handover procedures** to ensure seamless communication and continuity between outgoing and incoming personnel. It includes the documentation of completed tasks, outstanding issues, critical incidents, equipment status, and any relevant updates. The procedure aims to enhance operational efficiency, minimize errors, and maintain accountability by providing clear and concise information transfer during shift changes.

1. Purpose

To outline standardized procedures for reporting and handover at the end of each shift to maintain workflow continuity and operational effectiveness.

2. Scope

This SOP applies to all personnel involved in shift-based operations.

3. Responsibilities

- **Outgoing Personnel:** Ensure completion and documentation of tasks; communicate critical information to incoming staff.
- **Incoming Personnel:** Review reports and seek clarification as needed before assuming duties.
- **Supervisors/Managers:** Oversee adherence to this SOP and resolve any discrepancies or issues arising during handover.

4. Procedure

1. **Task Review and Documentation**
 - Complete the End-of-Shift Report (see template below).
 - Document all completed tasks, outstanding issues, ongoing projects, critical incidents, and equipment status.
2. **Preparation for Handover**
 - Gather supporting materials/logs for incoming personnel.
 - Be prepared to provide verbal summaries or clarifications if needed.
3. **Handover Meeting**
 - Meet with incoming personnel at the designated area and time.
 - Review and discuss the End-of-Shift Report together.
4. **Sign-Off**
 - Both outgoing and incoming personnel sign the report to acknowledge handover completion.
5. **Record Retention**
 - Submit signed report to supervisor/manager for filing and compliance tracking.

5. End-of-Shift Report Template

Shift Date:		Shift Time:	
Outgoing Personnel:		Incoming Personnel:	
Completed Tasks			
Outstanding Issues / Incomplete Tasks			
Critical Incidents / Safety Concerns			
Equipment Status / Maintenance Needs			
Other Relevant Updates			
Signatures (Outgoing/Incoming):			

6. References

- Company Policy Manual
- Shift Roster Procedures

7. Revision and Review

This SOP will be reviewed annually or as needed to ensure ongoing effectiveness and compliance.