

SOP: End-of-Shift Staff Sign-Off and Key Handover

This SOP details the **end-of-shift staff sign-off and key handover** process, ensuring proper documentation of staff duties, secure transfer of keys, verification of completed tasks, and clear communication between outgoing and incoming personnel to maintain operational integrity and security.

1. Purpose

To standardize and secure the end-of-shift process by documenting duty completion, ensuring effective communication, and controlling physical asset (key) handover between personnel.

2. Scope

This SOP applies to all staff responsible for handling keys and shift duties in the facility.

3. Responsibilities

- **Outgoing Staff:** Complete and document all assigned duties, prepare keys and related items for handover, communicate any relevant information.
- **Incoming Staff:** Review duty status, receive and verify keys, confirm understanding of outstanding tasks/issues.
- **Supervisor/Manager:** Oversee process, verify documentation, resolve discrepancies if needed.

4. Procedure

1. **Task Completion and Documentation**
 - Outgoing staff complete all assigned shift tasks and record completion in the End-of-Shift Log Sheet.
 - Outstanding or incomplete tasks must be documented, with reasons and recommended follow-up.
2. **Preparation for Handover**
 - Gather all keys, badges, or access devices.
 - Inspect to ensure all items are accounted for and in good condition.
3. **Face-to-Face Handover**
 - Meet in the designated handover area at least 10 minutes before the next shift starts.
 - Review the End-of-Shift Log Sheet together, addressing any issues or incidents.
4. **Key Transfer**
 - Outgoing staff hand over keys/access devices to incoming staff in person.
 - Incoming staff inspects and counts to confirm receipt of all items.
5. **Sign-Off**
 - Both staff sign the End-of-Shift Log Sheet and the Key Handover Log.
 - Supervisor/manager reviews and signs, as required.

5. Documentation

Document Name	Description	Retention Period
End-of-Shift Log Sheet	Records completed tasks, pending issues, and staff sign-off	12 months
Key Handover Log	Records transfer of keys/access devices between shifts	12 months

6. Key Handover Log Template

Date	Time	Outgoing Staff Name & Signature	Incoming Staff Name & Signature	Key/Item Description	Comments	Supervisor Signature

7. Notes

- **Both staff MUST be present during key handover.**
- **Any missing or damaged keys MUST be immediately reported to the supervisor/manager.**

- In case of disputes or discrepancies, supervisor/manager review is required before final sign-off.

8. Revision History

Version	Date	Changes	Author
1.0	2024-06-01	Initial template	Admin