

SOP Template: Staff Shift Sign-Out and End-of-Day Communication Log

This SOP details the **staff shift sign-out and end-of-day communication log** process, ensuring all employees properly document shift completion and relay critical information for seamless transitions. It covers procedures for accurate time logging, key handover, reporting of incidents or updates, and maintaining a clear communication log to support operational continuity, accountability, and effective coordination among teams.

1. Purpose

To ensure all staff correctly complete shift sign-out procedures and communicate essential information for smooth transition between shifts, maintaining accurate records and operational continuity.

2. Scope

This SOP applies to all employees responsible for shift-based roles within the organization.

3. Responsibilities

- **All staff members** – Accurately log shift end times, complete the sign-out process, record and communicate pertinent information.
- **Supervisors/Managers** – Monitor compliance with the SOP and address any discrepancies or incidents.

4. Procedure

- Shift End Preparation**
 - Complete all assigned duties prior to shift end.
 - Update logs and finalize outstanding tasks if possible.
- Time Logging**
 - Log the exact time of shift completion in the designated system or logbook.
 - Ensure entries are accurate and legible; digital logs should use personal ID/password if applicable.
- Key & Equipment Handover**
 - Return all issued keys, access cards, and equipment to the designated supervisor or secure location.
 - Record handover in the log as required, noting any issues or missing items.
- Incident/Update Reporting**
 - Document any incidents, malfunctions, or noteworthy events that occurred during the shift.
 - Notify the incoming shift and supervisor of critical issues requiring immediate attention.
- End-of-Day Communication Log**
 - Complete the communication log with relevant updates, pending tasks, and action items for the next shift.
- Final Sign-Out**
 - Sign out from the staff register or digital system, confirming completion of all required steps above.

5. Communication Log Template

Date	Shift	Employee Name & ID	Sign-Out Time	Keys/Equipment Returned	Incidents/Updates	Pending Tasks/Notes	Supervisor Signature

6. Records Management

- All sign-out sheets and communication logs must be securely stored for a minimum of one year or as per organizational policy.
- Supervisors should routinely audit logs for completeness and accuracy.

7. Review and Revision

This SOP shall be reviewed annually or as needed to ensure ongoing relevance and compliance with organizational needs.