

SOP Template: Staff Debrief and Sign-out

This SOP details the **staff debrief and sign-out** process, ensuring all team members complete a thorough review of the day's activities, discuss any issues encountered, and formally record their sign-out. It promotes clear communication, accountability, and the seamless handover of responsibilities to maintain operational continuity and workplace safety.

1. Purpose

To ensure a standardized process for staff debrief and sign-out that enhances communication, accountability, and facilitates safe, continuous operations.

2. Scope

This SOP applies to all staff members at the end of their shift or workday, across all departments.

3. Responsibilities

- Team Members:** Participate in debrief, provide honest feedback, complete sign-out documentation.
- Team Leader/Supervisor:** Facilitate the debrief, address outstanding issues, ensure proper records are kept.

4. Procedure

- Gather Staff:** At the end of each shift or workday, assemble all on-duty staff in a designated area.
- Review of Daily Activities:**
 - Summarize completed tasks and progress on ongoing activities.
 - Highlight any deviations from standard procedures.
- Discuss Issues & Lessons Learned:**
 - Encourage team members to share challenges, incidents, or near-misses.
 - Document key discussion points and suggested improvements.
- Action Items and Handover:**
 - Identify any outstanding tasks requiring follow-up.
 - Assign responsibility for completion or communicate to incoming staff.
- Formal Sign-out:**
 - Each staff member must confirm completion of duties and formally record their sign-out on the staff log (see template below).

5. Documentation

Use the following sample log sheet for staff sign-out:

| Date | Staff Name | Summary of Activities | Issues/Notes | Signature |
|------|------------|-----------------------|--------------|-----------|
| | Name | Brief summary | Issues/Notes | |

6. Review & Continuous Improvement

- Supervisors should periodically review debrief records to identify trends and implement improvements.
- Feedback from staff should be encouraged to refine this SOP.

7. References

(List any related SOPs, policies, or external standards as needed.)