# Shift Handover Report

**Purpose:** This document facilitates the structured communication of critical production information between outgoing and incoming shift teams. It ensures operational continuity, tracks key issues, and highlights progress on tasks or repairs.

## Shift Overview

**Date:** {date}

**Shift:** {shift}

**Prepared by:** {preparedBy}

**Department:** {department}

## Production Summary

**Total Units Produced:** {totalUnits}

**Target Units:** {targetUnits}

**Downtime (minutes):** {downtime}

**Main Downtime Reason:** {mainDowntimeReason}

**Quality Issues:** {qualityIssues}

## Equipment Status

|  |  |  |
| --- | --- | --- |
| **Machine** | **Status** | **Comments** |
| {#equipment}{machine} | {status} | {comments}{/equipment} |

## Completed Tasks

{#completedTasks}

* **{task}:** {details}

{/completedTasks}

## Ongoing/Unresolved Issues

{#issues}

* **{issue}:** {description}

{/issues}

## Incoming Shift Instructions

{instructions}

## Staff Changes

{#staffChanges}

* **{name}:** {change}

{/staffChanges}

## Safety Incidents or Observations

{^hasSafetyNote}

*No safety incidents or observations reported this shift.*

{/hasSafetyNote}

{#hasSafetyNote}

{safetyNote}

{/hasSafetyNote}

## Additional Notes

{additionalNotes}