

Shift handover record

All records

HANDOVERS LOGGED
3
13 items · 2 areas

ITEMS STILL OPEN
8
1 critical · 5 high

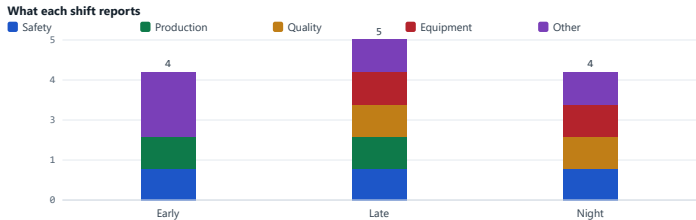
UNACKNOWLEDGED
1
oldest 2 days ago — nobody signed for it

CARRIED ITEMS
2
deferred at least one shift

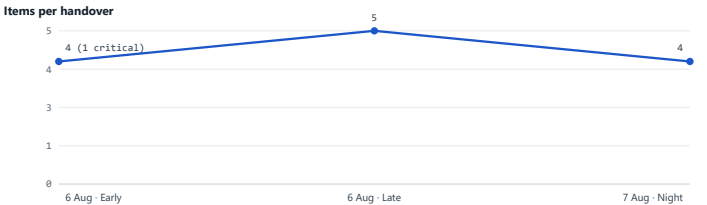
ACKNOWLEDGEMENT RATE
92.3 %
12 of 13 items · target 100 %

MOST REPORTED
Safety
3 of 13 items

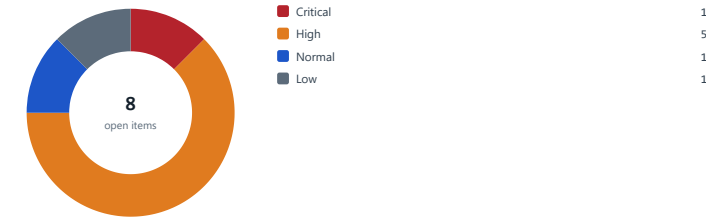
13 of 13 record(s) included. All records. Amounts in USD.



The four most reported types are shown separately and everything else is pooled as Other. A shift that only ever reports production status is not handing over — it is reading out a number. The four most reported types are shown separately and everything else is pooled as Other. A shift that only ever reports production status is not handing over — it is reading out a number.



One point per handover — one date, one shift, one area — so a date with two areas produces two points. A spike is not a busy shift being thorough; it is usually a shift that went badly. One point per handover — one date, one shift, one area — so a date with two areas produces two points. A spike is not a busy shift being thorough; it is usually a shift that went badly.



If almost everything is critical then nothing is. A healthy handover has a handful of high items, a body of normal ones, and critical reserved for what must stop the line. If almost everything is critical then nothing is. A healthy handover has a handful of high items, a body of normal ones, and critical reserved for what must stop the line.



Bars turn red where the area holds at least one critical item. An area at the top of this chart every week is not unlucky — it has a problem nobody has owned. Bars turn red where the area holds at least one critical item. An area at the top of this chart every week is not unlucky — it has a problem nobody has owned.

Latest handover — the sheet to print

TYPE	SUMMARY	MACHINE	PRIORITY	DETAIL	ACTION REQUIRED	OWNER	ACK
Action	First-off on batch 24-118 must be signed before Line 2 restarts	Line 2	High	Carried across from Line 2 so the day shift sees it on the Machining sheet as well — the bore gauge comes bac...	Get the first-off signed as the first job of the day shift, before the line is set runnin...	Quality technician	✓
Safety	Emergency stop pull-cord on the swarf conveyor is slack	Swarf conveyor	High	The pull-cord along the swarf conveyor has gone slack at the far end and does not trip reliably when pulled f...	Re-tension the cord and test the trip from both ends before the conveyor runs. Keep the c...	Maintenance lead	not yet
Quality	Two parts out of tolerance on the 40 mm bore — set-up re-zeroed	CNC 4	Normal	Two parts measured 0.04 mm oversize at the start of the run. The tool offset was re-zeroed and the next ten p...	—	unassigned	✓
Equipment	Spindle warning on CNC 4 cleared itself after a restart	CNC 4	Low	A spindle load warning came up twice around 02:00 and cleared on a controller restart both times. No alarm co...	If it comes up again, photograph the screen and write the alarm code down before restart...	Cell leader	✓
Handover	2026-08-07 · Night · Machining	Handed over by	S. Ibrahim	Received by	K. Adeyemi	Items	4

Open and carried across shifts

DATE	SHIFT	AREA	SUMMARY	PRIORITY	STATUS	DAYS OPEN	OWNER
2026-08-06	Early	Line 2	Infeed guard interlock intermittent — line stopped twice unprompted	Critical	In progress	3	Maintenance lead
2026-08-06	Early	Line 2	Short of 6 mm cap screws — about two hours of stock at the line	High	Carried	3	Stores lead
2026-08-06	Late	Line 2	Batch 24-118 quarantined pending first-off approval	High	Open	3	Quality technician
2026-08-06	Late	Line 2	Still short of 6 mm cap screws — delivery slipped to tomorrow	High	Carried	3	Stores lead
2026-08-07	Night	Machining	First-off on batch 24-118 must be signed before Line 2 restarts	High	Open	2	Quality technician
2026-08-07	Night	Machining	Emergency stop pull-cord on the swarf conveyor is slack (not acknowledged)	High	Open	2	Maintenance lead
2026-08-06	Late	Line 2	Coolant pump on the wash station noisy — running on reduced flow	Normal	In progress	3	Maintenance lead
2026-08-07	Night	Machining	Spindle warning on CNC 4 cleared itself after a restart	Low	Open	2	Cell leader

Handover log

DATE	SHIFT	AREA	HANDED BY	RECEIVED BY	TYPE	SUMMARY	MACHINE	PRIORITY	OWNER	ACK	STATUS	DAYS OPEN	ACK CHECK	CARRIED
2026-08-06	Early	Line 2	A. Mensah	P. Novak	Safety	Infeed guard interlock	Conveyor C2 infeed guard	Critical	Maintenance lead	Yes	In progress	3	—	—

DATE	SHIFT	AREA	HANDED BY	RECEIVED BY	TYPE	SUMMARY	MACHINE	PRIORITY	OWNER	ACK	STATUS	DAYS OPEN	ACK CHECK	CARRIED
						intermittent — line stopped twice unprompted								
2026-08-06	Early	Line 2	A. Mensah	P. Novak	Production	Ran 780 of 900 planned — behind after a long changeover	Line 2	Normal	—	Yes	Closed	0	—	—
2026-08-06	Early	Line 2	A. Mensah	P. Novak	Material	Short of 6 mm cap screws — about two hours of stock at the line	Line 2	High	Stores lead	Yes	Carried	3	—	Carried
2026-08-06	Early	Line 2	A. Mensah	P. Novak	People	One operator absent — cover arranged from Machining for the rest of the day	—	Normal	—	Yes	Closed	0	—	—
2026-08-06	Late	Line 2	P. Novak	S. Ibrahim	Quality	Batch 24-118 quarantined pending first-off approval	Line 2	High	Quality technician	Yes	Open	3	—	—
2026-08-06	Late	Line 2	P. Novak	S. Ibrahim	Equipment	Coolant pump on the wash station noisy — running on reduced flow	Wash station WS-1	Normal	Maintenance lead	Yes	In progress	3	—	—
2026-08-06	Late	Line 2	P. Novak	S. Ibrahim	Material	Still short of 6 mm cap screws — delivery slipped to tomorrow	Line 2	High	Stores lead	Yes	Carried	3	—	Carried
2026-08-06	Late	Line 2	P. Novak	S. Ibrahim	Production	Ran 610 of 700 planned — 40 minutes lost to the wash station	Line 2	Normal	—	Yes	Closed	0	—	—
2026-08-06	Late	Line 2	P. Novak	S. Ibrahim	Safety	Coolant spill at the wash station — absorbed and cordoned, floor still marked	Wash station WS-1	Normal	—	Yes	Closed	0	—	—
2026-08-07	Night	Machining	S. Ibrahim	K. Adeyemi	Equipment	Spindle warning on CNC 4 cleared itself after a restart	CNC 4	Low	Cell leader	Yes	Open	2	—	—
2026-08-07	Night	Machining	S. Ibrahim	K. Adeyemi	Quality	Two parts out of tolerance on the 40 mm bore — set-up re-zeroed	CNC 4	Normal	—	Yes	Done	0	—	—
2026-08-07	Night	Machining	S. Ibrahim	K. Adeyemi	Action	First-off on batch 24-118 must be signed before Line 2 restarts	Line 2	High	Quality technician	Yes	Open	2	—	—
2026-08-07	Night	Machining	S. Ibrahim	—	Safety	Emergency stop pull-cord on the swarf conveyor is slack	Swarf conveyor	High	Maintenance lead	No	Open	2	Not acknowledged	—

Notes

Sample handover log covering two days and three shifts across Line 2 and Machining. Replace every item with your own before relying on it or circulating it. Note the outstanding item from the night shift that nobody signed for — that is the failure mode this log exists to make visible.

This log records what somebody wrote down. It cannot record what was said at the machine, what was noticed and not mentioned, or whether the person receiving the shift understood it — and the handover that matters is still the conversation, walked through on the floor. Acknowledgement here means a box was ticked, not that anything was checked. Treat the printed sheet as the agenda and the record for that conversation, never as a replacement for it, and follow whatever handover, permit-to-work and isolation rules apply on your site.