



Tasks Beginning of Shift	Initials	Tasks Beginning of Shift	Initials

Tasks Ending of Shift	Initials	Tasks Ending of Shift	Initials

## Handover Notes

*Summary of tasks and issues.*

## Equipment Notes

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## Ongoing Tasks

*Items needing attention by the next shift.*

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## Handover To

*Specifies the name or role of the individual or team taking over the responsibilities for the next shift.*

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## Handover Approval

*Signature from outgoing and incoming supervisors.*

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## **DISCLAIMER**

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