

FREE MANUFACTURING HANDOVER TEMPLATE

Shift Handover Checklist

Use this 60-point checklist to transfer production, safety, quality, equipment, materials, process conditions, abnormal events, priorities, and open actions from one manufacturing shift to the next.

Facility / area

Handover date

Outgoing shift

Incoming shift

Internal manufacturing template. Apply your current shift-handover procedure, safety requirements, quality controls, maintenance practices, production rules, and escalation processes as controlling references.

1. Shift identity, handover scope, staffing, and accountability

1

Confirm the outgoing and incoming shift, date, facility, department, line or area, and handover time are clearly identified.

CRITICAL

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
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Execution tip: Start by confirming exactly which shift, area, line, people, and operating scope are being handed over. Ambiguous ownership is a common...

2

Verify the outgoing shift lead and incoming shift lead are both identified and available for the handover unless an approved alternative is used.

CRITICAL

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
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Execution tip: Start by confirming exactly which shift, area, line, people, and operating scope are being handed over. Ambiguous ownership is a common...

3

Confirm current staffing levels, absences, replacements, contractors, trainees, and temporary role assignments are communicated to the incoming shift.

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
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Execution tip: Start by confirming exactly which shift, area, line, people, and operating scope are being handed over. Ambiguous ownership is a common...

4

Verify qualified personnel are available for safety-critical, quality-critical, technical, maintenance, or restricted tasks planned for the incoming shift.

CRITICAL

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
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Execution tip: Start by confirming exactly which shift, area, line, people, and operating scope are being handed over. Ambiguous ownership is a common...

5

Confirm responsibilities for open issues, production priorities, inspections, approvals, maintenance follow-up, and corrective actions are assigned to named people or roles.

CRITICAL

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Start by confirming exactly which shift, area, line, people, and operating scope are being handed over. Ambiguous ownership is a common...

6

Record the handover start time, completion time, outgoing owner, incoming owner, and any areas or responsibilities not covered by the normal handover.

HANDOVER

OUTGOING SIGN-OFF | Enter

INCOMING SIGN-OFF | Enter

APPROVAL | Enter

Execution tip: Start by confirming exactly which shift, area, line, people, and operating scope are being handed over. Ambiguous ownership is a common...

2. Production status, output, work-in-progress, and schedule priorities

7

Confirm planned versus actual production output for the outgoing shift is recorded for each relevant line, product, batch, order, or work center.

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Give the incoming shift a clear operational picture: what was planned, what was produced, what remains in progress, and what must happen...

8

Verify all active work-in-progress is identified by product, order, batch or lot, quantity, process stage, status, and physical location.

CRITICAL

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Give the incoming shift a clear operational picture: what was planned, what was produced, what remains in progress, and what must happen...

9

Communicate unfinished production orders, priority jobs, urgent customer requirements, due times, sequence changes, and other schedule commitments for the next shift.

CRITICAL

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Give the incoming shift a clear operational picture: what was planned, what was produced, what remains in progress, and what must happen...

10

Confirm any production stoppage, reduced-rate operation, bottleneck, capacity limitation, or abnormal cycle-time condition is explained with current status and next action.

CRITICAL

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Give the incoming shift a clear operational picture: what was planned, what was produced, what remains in progress, and what must happen...

11

Verify scrap, rework, rejects, yield loss, downtime, and major production variances from the outgoing shift are summarized for the incoming team.

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Give the incoming shift a clear operational picture: what was planned, what was produced, what remains in progress, and what must happen...

12

Record the next shift's first production priority, required start-up or changeover activity, expected constraints, and responsible owner.

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Give the incoming shift a clear operational picture: what was planned, what was produced, what remains in progress, and what must happen...

3. Safety status, hazards, permits, isolations, and restricted conditions

13

Communicate all open safety hazards, unsafe conditions, near misses, incidents, temporary controls, barricades, restricted areas, and required follow-up.

CRITICAL

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Safety-critical status must transfer without assumptions. Call out active hazards, isolations, permits, barricades, disabled safeguards, and areas...

14

Verify active lockout/tagout conditions, energy isolations, equipment under maintenance, locked panels, blocked valves, or other controlled energy states are clearly identified.

CRITICAL

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Safety-critical status must transfer without assumptions. Call out active hazards, isolations, permits, barricades, disabled safeguards, and areas...

15

Confirm active permits or controlled work such as hot work, confined-space entry, electrical work, work at height, line breaking, or contractor activity are communicated where applicable.

CRITICAL

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Safety-critical status must transfer without assumptions. Call out active hazards, isolations, permits, barricades, disabled safeguards, and areas...

16

Verify any removed, damaged, bypassed, defeated, or temporarily disabled guard, interlock, alarm, emergency stop, or other protective device results in clear equipment restriction and ownership.

CRITICAL

HANDOVER

Verified

Needs action

Critical gap

LIVE PHOTO | Add

Execution tip: Safety-critical status must transfer without assumptions. Call out active hazards, isolations, permits, barricades, disabled safeguards, and areas...

17

Communicate spills, leaks, chemical issues, housekeeping hazards, fire-safety concerns, blocked access, emergency-equipment issues, or environmental conditions requiring attention.

CRITICAL

HANDOVER

Verified

Needs action

Critical gap

LIVE PHOTO | Add

Execution tip: Safety-critical status must transfer without assumptions. Call out active hazards, isolations, permits, barricades, disabled safeguards, and areas...

18

Confirm the incoming shift understands all immediate stop-work conditions, temporary controls, escalation contacts, and restrictions before accepting the handover.

CRITICAL

HANDOVER

C

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NC

NA

Execution tip: Safety-critical status must transfer without assumptions. Call out active hazards, isolations, permits, barricades, disabled safeguards, and areas...

4. Quality status, product holds, inspection results, and traceability

19

Confirm current quality status for active products, batches, lots, or orders is communicated, including released, pending, held, quarantined, rework, or rejected status.

CRITICAL

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Make quality status visible before the next shift starts moving product. Clearly distinguish released, pending, held, quarantined, rework, and...

20

Verify open first-off, in-process, final inspection, laboratory, sampling, testing, or approval activities are identified with responsible owner and expected completion.

CRITICAL

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Make quality status visible before the next shift starts moving product. Clearly distinguish released, pending, held, quarantined, rework, and...

21

Communicate any out-of-specification result, defect trend, process drift, customer complaint, quality alert, containment action, or increased inspection requirement affecting the incoming shift.

CRITICAL

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Make quality status visible before the next shift starts moving product. Clearly distinguish released, pending, held, quarantined, rework, and...

22

Confirm nonconforming or suspect product is physically identified and segregated so the incoming shift cannot unintentionally process or release it.

CRITICAL

HANDOVER

Verified

Needs action

Critical gap

LIVE PHOTO | Add

Execution tip: Make quality status visible before the next shift starts moving product. Clearly distinguish released, pending, held, quarantined, rework, and...

23

Verify traceability information for active work-in-progress, material lots, labels, batches, rework, and held product remains complete and understandable at handover.

CRITICAL

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Make quality status visible before the next shift starts moving product. Clearly distinguish released, pending, held, quarantined, rework, and...

24

Record any special quality limits, temporary inspection frequencies, concession or deviation conditions, sample requirements, or release approvals the incoming shift must follow.

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Make quality status visible before the next shift starts moving product. Clearly distinguish released, pending, held, quarantined, rework, and...

5. Equipment condition, breakdowns, maintenance work, and technical constraints

25

Confirm all equipment currently stopped, faulted, degraded, under repair, operating under restriction, or awaiting parts is clearly identified.

CRITICAL

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Hand over the actual condition of every constrained asset. The next shift should know what is running normally, what is degraded, what is under...

26

Communicate completed maintenance work that may require observation, verification, trial run, adjustment, inspection, or formal return-to-service during the incoming shift.

CRITICAL

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Hand over the actual condition of every constrained asset. The next shift should know what is running normally, what is degraded, what is under...

27

Verify open maintenance work orders, temporary repairs, recurring faults, unusual noise, vibration, heat, leakage, or abnormal equipment behavior are handed over with priority and owner.

CRITICAL

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Hand over the actual condition of every constrained asset. The next shift should know what is running normally, what is degraded, what is under...

28

Confirm maintenance-related guards, panels, tools, scaffolds, barriers, test equipment, or temporary connections remaining in the area are controlled and communicated.

CRITICAL

HANDOVER

Verified

Needs action

Critical gap

LIVE PHOTO | Add

Execution tip: Hand over the actual condition of every constrained asset. The next shift should know what is running normally, what is degraded, what is under...

29

Verify required spare parts, specialist support, external service, permits, access, or planned downtime needed to complete open maintenance work are identified.

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Hand over the actual condition of every constrained asset. The next shift should know what is running normally, what is degraded, what is under...

30

Record the status of critical machines, utilities, tooling, test equipment, and support systems that could affect the incoming shift's production plan.

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Hand over the actual condition of every constrained asset. The next shift should know what is running normally, what is degraded, what is under...

6. Materials, inventory, packaging, labels, and replenishment status

31

Confirm raw materials, components, packaging, labels, consumables, and other critical supplies available at the line are sufficient for the planned next-shift production.

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: The incoming team should know what is available, what is short, what is held, and what must be replenished before the line stops for lack of...

32

Communicate shortages, delayed deliveries, substituted materials, low-stock items, unavailable packaging, label issues, or replenishment risks that could affect the incoming shift.

CRITICAL

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: The incoming team should know what is available, what is short, what is held, and what must be replenished before the line stops for lack of...

33

Verify staged materials are correctly identified by product, lot or batch, quantity, release status, and destination line or process.

CRITICAL

HANDOVER

Verified

Needs action

Critical gap

LIVE PHOTO | Add

Execution tip: The incoming team should know what is available, what is short, what is held, and what must be replenished before the line stops for lack of...

34

Confirm rejected, damaged, expired, quarantined, unidentified, or otherwise unusable materials remain segregated from usable stock.

CRITICAL

HANDOVER

Verified

Needs action

Critical gap

LIVE PHOTO | Add

Execution tip: The incoming team should know what is available, what is short, what is held, and what must be replenished before the line stops for lack of...

35

Verify unused materials, partial containers, returned items, leftover labels, and work-in-progress from the outgoing shift are reconciled and controlled.

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: The incoming team should know what is available, what is short, what is held, and what must be replenished before the line stops for lack of...

36

Record any required material call-off, warehouse request, line-side replenishment, special storage condition, or urgent procurement action for the incoming shift.

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: The incoming team should know what is available, what is short, what is held, and what must be replenished before the line stops for lack of...

7. Process parameters, utilities, setup status, and operating conditions

37

Confirm current critical process parameters, setpoints, recipes, speeds, temperatures, pressures, torque values, flow rates, or other key operating conditions are recorded where relevant.

CRITICAL

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Pass on process state, not just output. The next shift needs to know current settings, temporary adjustments, unstable utilities, and any...

38

Communicate any temporary adjustment, approved deviation, special recipe, manual override, reduced-speed condition, or parameter being closely monitored.

CRITICAL

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Pass on process state, not just output. The next shift needs to know current settings, temporary adjustments, unstable utilities, and any...

39

Verify the status of electrical supply, compressed air, water, steam, gas, vacuum, cooling, extraction, ventilation, or other utilities needed by the incoming shift.

CRITICAL

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Pass on process state, not just output. The next shift needs to know current settings, temporary adjustments, unstable utilities, and any...

40

Confirm any utility instability, leak, low pressure, abnormal temperature, intermittent supply, extraction problem, or pending utility maintenance is clearly communicated.

CRITICAL

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Pass on process state, not just output. The next shift needs to know current settings, temporary adjustments, unstable utilities, and any...

41

Verify current tooling, dies, molds, fixtures, change parts, machine setup, and product configuration match the work-in-progress and next planned activity.

CRITICAL

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Pass on process state, not just output. The next shift needs to know current settings, temporary adjustments, unstable utilities, and any...

42

Record any required start-up, warm-up, cleaning, purging, calibration, verification, changeover, or reset activity the incoming shift must complete before normal operation.

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Pass on process state, not just output. The next shift needs to know current settings, temporary adjustments, unstable utilities, and any...

8. Incidents, abnormalities, deviations, temporary controls, and open actions

43

Communicate all incidents, near misses, process upsets, alarms, breakdowns, quality deviations, spills, utility interruptions, or other significant abnormal events from the outgoing shift.

CRITICAL

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Use the handover to make abnormal conditions impossible to miss. Every temporary control or unresolved issue should have a clear owner,...

44

Verify the current status of containment, investigation, temporary controls, product impact, equipment restrictions, or recovery actions arising from each significant event.

CRITICAL

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Use the handover to make abnormal conditions impossible to miss. Every temporary control or unresolved issue should have a clear owner,...

45

Confirm open corrective actions, work orders, nonconformance actions, quality holds, safety actions, and operational follow-ups are listed with owner, due date, and current status.

CRITICAL

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Use the handover to make abnormal conditions impossible to miss. Every temporary control or unresolved issue should have a clear owner,...

46

Verify any temporary work instruction, deviation, alternate method, substitute material, temporary guard, temporary repair, or special approval is clearly identified and time-limited.

CRITICAL

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Use the handover to make abnormal conditions impossible to miss. Every temporary control or unresolved issue should have a clear owner,...

47

Confirm overdue or high-risk open actions are escalated to the appropriate supervisor, manager, quality, EHS, maintenance, or engineering contact before handover completion.

CRITICAL

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Use the handover to make abnormal conditions impossible to miss. Every temporary control or unresolved issue should have a clear owner,...

48

Record the three highest-priority unresolved issues that the incoming shift must actively monitor or close.

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
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Execution tip: Use the handover to make abnormal conditions impossible to miss. Every temporary control or unresolved issue should have a clear owner,...

9. Communication, logs, digital systems, documents, and next-shift priorities

49

Confirm shift logs, production systems, maintenance systems, quality systems, digital checklists, boards, and other operational records are updated before handover.

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: A good handover leaves the next shift with one reliable source of truth. Confirm logs, dashboards, documents, and verbal instructions all agree.

50

Verify current production orders, SOPs, work instructions, quality alerts, temporary instructions, drawings, and other documents needed by the incoming shift are available and current.

CRITICAL

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: A good handover leaves the next shift with one reliable source of truth. Confirm logs, dashboards, documents, and verbal instructions all agree.

51

Communicate planned meetings, audits, inspections, customer visits, contractor work, engineering trials, samples, shutdowns, or other scheduled events affecting the incoming shift.

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: A good handover leaves the next shift with one reliable source of truth. Confirm logs, dashboards, documents, and verbal instructions all agree.

52

Confirm key contacts for maintenance, quality, EHS, engineering, warehouse, planning, IT or automation, and management escalation are known or accessible.

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: A good handover leaves the next shift with one reliable source of truth. Confirm logs, dashboards, documents, and verbal instructions all agree.

53

Agree the incoming shift's immediate priorities for safety, production, quality, maintenance, materials, housekeeping, and open-action closure.

CRITICAL

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: A good handover leaves the next shift with one reliable source of truth. Confirm logs, dashboards, documents, and verbal instructions all agree.

54

Verify verbal handover points match the written or digital handover record and any discrepancy is corrected before acceptance.

CRITICAL

HANDOVER

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NA

Execution tip: A good handover leaves the next shift with one reliable source of truth. Confirm logs, dashboards, documents, and verbal instructions all agree.

10. Incoming-shift verification, acceptance, escalation, and final sign-off

55

Confirm the incoming shift lead reviews the handover record and has an opportunity to question unclear, incomplete, or conflicting information.

CRITICAL

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Do not treat handover as complete until the incoming owner has understood and accepted the current state. Critical unknowns should be...

56

Verify the incoming shift physically checks critical areas, equipment states, material holds, safety restrictions, or other high-risk conditions when direct verification is needed.

CRITICAL

HANDOVER

Verified

Needs action

Critical gap

LIVE PHOTO | Add

Execution tip: Do not treat handover as complete until the incoming owner has understood and accepted the current state. Critical unknowns should be...

57

Confirm any missing critical information is resolved or formally escalated before the incoming shift accepts responsibility for the area or process.

CRITICAL

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Do not treat handover as complete until the incoming owner has understood and accepted the current state. Critical unknowns should be...

58

Verify critical restrictions, open permits, equipment holds, product holds, temporary controls, and urgent actions are acknowledged by the incoming owner.

CRITICAL

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Do not treat handover as complete until the incoming owner has understood and accepted the current state. Critical unknowns should be...

59

Record the final handover status, unresolved critical items, agreed first actions, escalation contacts, next review or check time, and any conditions attached to acceptance.

CRITICAL

HANDOVER

Handover item	Current status	Owner	Evidence	Next action
---------------	----------------	-------	----------	-------------

Execution tip: Do not treat handover as complete until the incoming owner has understood and accepted the current state. Critical unknowns should be...

60

Obtain outgoing-shift and incoming-shift sign-off with names, roles, date, time, and supervisor or manager approval where the site process requires it.

CRITICAL

HANDOVER

OUTGOING SIGN-OFF | Enter

INCOMING SIGN-OFF | Enter

APPROVAL | Enter

Execution tip: Do not treat handover as complete until the incoming owner has understood and accepted the current state. Critical unknowns should be...