

Maintenance shift handover template

Transfer the current condition of assets and unfinished maintenance from the outgoing shift to the incoming team.

Complete the applicable sections. An asterisk marks a required field when that section applies. Copy repeat sections as needed and attach photographs separately.

Shift details

Project or site *

Record reference *

Record date *

Prepared by *

Work area or asset location *

Outgoing person or team *

Incoming person or team *

Outgoing shift started *

Outgoing shift ended *

Assets and open work

Asset handover entries

Repeat for each entry.

Asset ID *

Recorded asset state *

☐ Available ☐ Restricted ☐ Unavailable ☐ Not verified

Restrictions or unverified condition *

If applicable: Recorded asset state is not Available.

Work-order reference

Work completed this shift

Next action or no-action explanation *

Next action owner *

Permit / isolation reference

Parts, access or resources awaited

Relevant asset photos

Photo or attachment references: _____

Transfer of information

Shift summary and priorities *

Are questions unresolved? *

☐ Yes ☐ No

Unresolved questions and who will answer them *

If applicable: Are questions unresolved? is Yes.

Has the incoming person acknowledged receipt? *

☐ Yes ☐ Not yet

Acknowledged by *

If applicable: Has the incoming person acknowledged receipt? is Yes.

Acknowledgement time *

If applicable: Has the incoming person acknowledged receipt? is Yes.

Incoming acknowledgement

If applicable: Has the incoming person acknowledged receipt? is Yes.

Signature: _____

Acknowledgement records receipt of information. It does not release an isolation, close a permit or authorise equipment restart. Follow the site's applicable procedures.