

SHIFT REPORT TEMPLATE

Start shift time:

[Shift start time]

End shift time:

[Shift end time]

Date:

[Insert date]

Prepared by: [Name of employee/position]

1. Overview

[Brief summary of overall shift activities and key events.]

2. Tasks completed:

[List of tasks completed during the shift.]

[Include any significant achievements or milestones.]

3. Pending tasks:

[Tasks that were started but not completed during the shift.]

[Any ongoing projects or tasks requiring follow-up.]

4. Issues and/or concerns:

[Any challenges, incidents, or problems encountered during the shift.]

[Note: actions taken or recommendations for resolution.]

5. Equipment and facilities (if applicable):

[Status of equipment, machinery, tools, and facilities used during the shift.]

[Any maintenance issues or repairs needed.]

6. Communication:

[Important communications received or conveyed during the shift.]

[Any meetings attended or key discussions held.]

7. Safety and security:

[Any safety incidents, near misses, or security concerns reported.]

[Actions taken to address safety issues or improve security.]

8. Special instructions:

[Any specific instructions for the next shift or follow-up actions required.]

[Include any changes in procedures or protocols.]

9. Additional notes:

[Any other relevant information not covered above.]


[Suggestions for improvements or feedback.]

10. Prepared by:

SIGNATURE: _____ **DATE/TIME:** _____

11. Reviewed by:

SIGNATURE: _____ **DATE/TIME:** _____

 **Note:** Customize sections based on the specific needs and requirements of your business. Review and revise the template periodically (e.g., every quarter) to reflect changes in processes or feedback from workers.