Shift handover sheet

Hand over people, open tasks and anything unusual, with an owner for each. Go through it together, then both sign.

Handover time			
Outgoing lead		**Incoming lead**	

1. People

Call-outs and who is covering, anyone still on the clock, breaks not yet taken, anyone leaving early.

Person	What the next lead needs to know

2. Open tasks and issues

Item	Owner	Next step and deadline	Status

3. Keys, cash and safety

☐ Keys handed over	☐ Till counted / handed over per your cash procedure	☐ Safety or equipment issues noted above

4. Anything else

Outgoing signature / time		**Incoming signature / time**	

Free template from zchedule.app/resources. Adapt it to your team; it is not legal advice.