Shift Handover Sheet

One line per machine, written during the last hour. Read it together, at the machines.

FREE TOOL FOR CNC JOB SHOPS

Date: _____ **Shift handing over:** _____ **Handing over (supervisor):** _____ **Taking over (supervisor):** _____

WHOLE SHOP (outgoing supervisor)

Priority changes since the plan: _____ **Machines down / waiting for repair:** _____

Material or outside work due: _____ **Staff absent or covering:** _____

Machine	Job / op / revision	Done / Left / Rejected	Program, where it stopped	Changes made (offset, tool, fixture)	Quality: last value, critical size	Temporary measure (who, until when)	Blocked or waiting (who is chasing)	Next job: ready? Y / N	Machine condition
								Y N	
								Y N	
								Y N	
								Y N	
								Y N	
								Y N	
								Y N	
								Y N	

The one thing to watch this shift: _____

☐ Walked the machines together ☐ Questions answered ☐ Incoming supervisor has read it and takes the shift **Time:** _____

Outgoing supervisor (sign): _____ **Incoming supervisor (sign):** _____

Operator writes the line for their machine. Supervisor checks each line at the machine, then signs. Write "done / left / rejected", never just "running". Note every change that the drawing or job card does not show. If a line is empty, write "nil". The manager reads the sheets next morning and chases whatever is blocked.