

Maintenance shift handover sheet

Pass on what matters: equipment status, work in progress, live isolations and safety issues.

Date		Shift	
Handed over by		Received by	

Equipment status and work in progress

Equipment / area	Status	Issue / work done	Outstanding action	Priority

Live isolations and permits

Equipment	Lock / permit no.	Held by	Reason

Safety issues and near misses

Parts on order / awaited

Part	For	Expected

Sign-off

Handed over (signature)		Time	
Received (signature)		Time	