

Crew Duty Handover Checklist

Date

Outgoing Crew Member

Incoming Crew Member

Location / Department

Duty Summary

Checklist

- ☐ Equipment status reviewed
- ☐ Logbooks updated
- ☐ Pending and issues communicated
- ☐ Safety checks completed
- ☐ Keys and access cards handed over
- ☐ New instructions clarified

Additional Notes

Signatures

Outgoing Crew

Incoming Crew