

Chemical Plant Shift Supervisor Handover Report

Date:

Shift:

Supervisor Name:

1. Shift Overview

Summary of shift operations:

2. Production Status

Unit/Area	Status	Remarks

3. Maintenance Activities

Equipment	Work Done	Status	Remarks

4. Safety Incidents / Near Misses

Details:

5. Raw Material & Utility Status

Material/Utility	Stock/Level	Remarks

6. Pending Jobs / Actions

List of pending tasks or actions:

7. Additional Remarks

