

# Offshore Oil Rig Shift Handover Document

## Shift & Personnel Details

Date

Shift

Rig/Location

Handover From

Handover To

## Operations Status

Ongoing Operations

Completed Operations

Upcoming Tasks

## Equipment & Safety

Equipment Status / Issues

Safety Incidents / Near Misses

Permits to Work

## Personnel & Logistics

Personnel Changes / Visitors

Logistics Updates / Supplies

## Additional Notes

Other Remarks

