8. Solutions							Format No.:					m / Doc#	Fo	Form / Doc Date				
SH	IFT I	1AL	NDOV	FR	FORM	Rev. No.												
SHIFT HANDOVER FORM Unit Name Production Line Assembling C												ift Handover Shift ha						
Offit Name		Floduction Line		•	Assembling Co	oue	Location						Stillt Haride	over by				
											1 <sup>St</sup> to 2 <sup>nd</sup> 2 <sup>nd</sup> to 1 <sup>st</sup>							
Shit	ft handover T	me Running Job #			F	Runnina Job	g Job Product		Job C	Qty Inserted		Remarks ( About Job)						
		3		9						,								
Total manpower Used & Available			# of Electrical # Breakdown Noted		achine Breakdown Noted		Reasons for Breakdown Identified / Not Identifie				at		General Condition of Shift					
						Initiative	e details (As pe	r prod	luction S	chedule )								
							Scheduled ( As per Production Planning)											
#	Job Order #		Product	G	General Processes	Time	Machine #	Machine # PI		Product Specification		Actual Qty Produced	Remarks					
		1.4.11																
	er running jo			and Day			Desilvet		Ot .			la ata						
# Job Orde		r# Require		equirea Pro	ed Processes		Product		Qty		Instructions							
List of Isolated Machine / Equipments Identified High F						igh Risk	Risk Supervisor Note:											
M/C Na	me	Si	hort Description											Shift Handover by– Sign.	Shift Hand over to – sign.			
+ Fxcl	usive Form -	- Innasna	des com · Exam	ınle I Samn	ole I Template I For	mats I Proce	dure I Guidelines	s l Inst	ructions f	for arowina Ru	siness							