

Shift Handover Checklist

शिफ्ट हैंडओवर चेकलिसिट

Code: SHIFT_HANOVER · Shift Operations · Adhoc · FSMS — HACCP / FSSAI compliance record

LOGO

(affix / print here)

Outlet / Kitchen: _____ Date: _____ Shift / Meal: _____

WHY / PURPOSE	Shift handover checklist to document outstanding tasks, equipment status, and important notes for the next shift
	एक शिफ्ट से दूसरी को — pending काम, इशू, स्टॉक — सब बताएँ।
REQUIRED BY	FSSAI Schedule 4, cl. 8.2 (records retention)
	कौन भरे: शिफ्ट लीड (दोनों)

A. Shift Summary

Outstanding Tasks *

List tasks not completed in this shift

Equipment Issues

Report any equipment problems or breakdowns

Stock Issues

Note any stock shortages or ordering needs

Incident Reports

Describe any incidents during the shift

B. Handover Notes

Special Instructions for Next Shift *

Any special instructions or priorities

Critical Alerts

Urgent matters requiring immediate attention

sign): _____	Verified by / Supervisor (name & sign): _____
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Recorded by: _____ Verified by / Supervisor: _____ Date: ____ / ____ / ____

SHIFT_HANOVER · FSMS - Culirect · Blank master for manual logging
Retain 1 year or the food's shelf-life, whichever is longer (FSSAI Schedule 4, cl. 8.2). Any 'Out' / 'Fail' → corrective action + supervisor review.