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### Shift-Handover: Structured Logbook Design — Yokogawa ...

Use Template This shift report template is meant to be used by managers and supervisors in the airline industry. The shift report example is focused on employees working on the baggage carousel in an airport. The report is quite detailed and will allow the manager to include incidents, delays, tardiness, safety and lost items.

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Handover times - the rota should be planned so that a daily handover can take place, for example, staff starting and finishing times should be planned in such a way that there is an overlap of at least half an hour to ensure that proper considered discussion can take place and effective planning made between the shift team (see Shift Handovers and Daily Checks Between Staff below);

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