NEXT SHIFT / LYRAMIRAE

Shift handover exception sheet

Use one row per unresolved item. Record who saw this version separately from what eventually closed it.

Site / line	Outgoing to incoming shift	Date	Local time zone

Issue and version	Last verified state and source ref.	Next action	Owner and next check time	Acknowledgement who, when and version	Closure evidence and time
Fictional example Inbound labels delayed v2	3 rolls left at Dock 2. Training PO-1042.	Confirm the supplier's delivery ETA.	Jordan 07:30	Sam at 06:58 Acknowledged v2	Still open. Record delivery scan and time before closing.

If the owner, timing or meaning changes, mark a new version and get it acknowledged again.

Use the site's existing procedures and records for formal safety, quality or maintenance actions.

Read the exception-log guide

See the Next Shift walkthrough