

Leave the next shift a clear picture.

Shift handoff & service log | Use a new copy for each shift or service event

Site / property

Date / shift

Completed by

Equipment / lane ID

Quick observation check

- | | |
|--|--|
| ☐ Normal movement observed from a safe position | ☐ No visible impact damage or obstructions |
| ☐ Displays / readers responding in normal use | ☐ Camera view appears unobstructed |
| ☐ No unexplained alarm or error message | ☐ Existing faults handed over to the next shift |

A checked box records an observation, not a technical safety test. Note anything you could not review.

What happened?

Exact symptom / displayed message / time observed

Operational impact / steps taken under the site procedure

Service request number / person notified / time

Make the follow-up easy.

Service event record | Keep with the related shift log or work order

Site / equipment / service request number

Describe observations separately from suspected causes. Record the result of a check, even when nothing changed. Do not include passwords, access codes or payment details.

Actions and results

1. Date / time / person

Action taken and observed result

2. Date / time / person

Action taken and observed result

3. Date / time / person

Action taken and observed result

Unresolved issue / next action

Owner / due date

Handed over by

Received by

Date / time

Unsafe condition or equipment strike? Follow the site response procedure and notify the responsible supervisor and service provider promptly.