

# Shift Handoff Resource Checklist

Give the next crew one clear place to begin.

Set up a shared destination for the parts of a shift handoff that stay the same.

## Choose the general starting point

- ☐ Current general crew handoff checklist
- ☐ Office or dispatch contact route
- ☐ Operations resource hub with links to approved systems

INTENDED CREW AUDIENCE

## Name the resource owner

OWNER / TEAM

NEXT REVIEW DATE

## Check the handoff

- ☐ All ten NFC tags point to the same approved general destination.
- ☐ A compatible phone opens the intended page at each planned touchpoint.
- ☐ The link and contact route are current; a fallback route is available.
- ☐ The next crew can find the resource without an extra explanation.

## Keep job-specific information in its approved system

Do not put customer or crew names, schedules, route details, live work-zone plans, site instructions, or incident information on the NFC tag or an unsecured page. The NFC tag is a link to a general resource. It does not track a vehicle or crew, record work, or replace approved plans, required signs, training, procedures, or supervisor judgment.

## Notes for the resource owner