SITE survey. APP

SITE SURVEY REPORT

Maintenance shift handover template

Prepared for	Example Works - fictional (fictional)
Date	9 Oct 2026
Site	Example Works - fictional
Prepared by	Example coordinator

FORM

Maintenance shift handover template

1. Shift details

Project or site	Example Works - fictional
Record reference	MH-014
Record date	9 Oct 2026
Prepared by	Example coordinator
Work area or asset location	Area A
Outgoing person or team	Example team A
Incoming person or team	Example team B
Outgoing shift started	9 Oct 2026, 06:00
Outgoing shift ended	9 Oct 2026, 14:00

2. Assets and open work

Asset handover entries 1: CV-03

Asset ID	CV-03
Recorded asset state	Unavailable
Restrictions or unverified condition	Do not operate; refer to the site isolation procedure and recorded control.
Work-order reference	WO-217
Work completed this shift	Fault inspected.
Next action or no-action explanation	Await bearing and review work order.
Next action owner	Example maintenance lead
Permit / isolation reference	ISO-041
Parts, access or resources awaited	Bearing awaiting delivery
Assets handed over	1
Available	0
Restricted	0

Unavailable	1
Not verified	0

3. Transfer of information

Shift summary and priorities	CV-03 remains unavailable.
Are questions unresolved?	No
Has the incoming person acknowledged receipt?	Yes
Acknowledged by	Example incoming lead
Acknowledgement time	9 Oct 2026, 14:00

Incoming acknowledgement



> Acknowledgement records receipt of information. It does not release an isolation, close a permit or authorise equipment restart. Follow the site's applicable procedures.