

Daily Occurrence Log

Keep a contemporaneous record of a shift, written as things happen rather than reconstructed at the end of it.

A running log of everything that happened on a shift, in the order it happened.

WRITE IT AS IT HAPPENS

Write entries as they happen and in plain language: time, what was seen, what was done. An occurrence book filled in at the end of a shift from memory is worth very little, and everybody reading it later can tell.

[illegible]

Handed over to

Time

Signature