

Handover Notes Sheet

Hand a shift, a job or a role over properly, on the assumption that the person taking it does not yet know what they do not know.

Handing a job, a shift or a role to somebody else: what is live, what is waiting, and where things are.

ASSUME THEY KNOW NOTHING

Written handovers exist because the person taking over does not know what they do not know.

Handing over

Taking over

Role or shift

Date

Time

LIVE AND URGENT

What	Where it stands	Next step	By when	Contact

WAITING ON SOMEBODY ELSE

What	Waiting on	Since	Chase by

WHERE TO FIND THINGS keys, files, systems, and who to ask

Handed over by

Received by

Date