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What belongs in a shift handover

Tell the incoming man only what he cannot find out for himself.

1 THREE LAYERS, THREE DIFFERENT JOBS

Vessel folder

What is true about this ship

Cargo, grades, crane capacity, lashing, direct delivery. Set once per call. The foreman reads it himself — nobody needs to recite it to him.

Handover

What he cannot find out himself

This is your vessel, watch this. What broke, what is unusual, what I promised someone, what I am worried about. Nothing that is already written down.

The round

What comes next, when it is next

The duty supervisor walks the vessel and asks how it stands. Follow-up work is given when the hold is finished, not guessed at the start of the shift.

2 WHERE THE PROPOSED 50 FIELDS BELONG

counted from the exported list · 35 sample records

Handover	6	Shift · supervisor · status · what changed · for next shift · cleaning to-do
Vessel folder	10	Berth, agent, cargo, grades, unit, direct delivery, unlashing, dunnage, SWL, OOG
Tally system	9	Eight hold balances and the total
Safety record	8	Eight gas tests
Planning	5	Cranes, grabs, shovels, tippers, excavators
Photo slots	8	Eight per vessel — used zero times in 35 records
Automatic	4	Title, date, vessel, current-record flag

3 WHAT THE HANDOVER ITSELF CARRIES

four lines typed, one signed

Flag	**Normal · Watch · Problem**	One word, so six vessels can be scanned in ten seconds.
What changed	**One line**	Only this shift. Not the state of the ship.
For the next shift	**One line, with a name**	What is waiting, and who owns it.
What could bite	**One line**	If the crane goes again, then… Left blank when there is nothing.
Received by	**Name and time**	The incoming supervisor confirms. Until then it is not handed over.

Does he need me to tell him this?

If the folder, the tally or his own eyes will give it to him, it is not a handover field. Showing beats typing.

When did this field last change what someone did?

If no occasion comes to mind, the field is costing attention and returning nothing.

In the 35 sample records the required fields are filled every time and the two free-text fields are filled twice and three times. Shift and supervisor are filled in 7 of 35, so four records in five do not say who handed over to whom. Holds 6, 7 and 8 carry a required gas test that reads "N/A" in all 35. A form fills what it forces and loses what it leaves open — which is why the handover should force the four lines that matter and ask for nothing else.

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