

Shift Handoff Sheet

Transfer current FOD status, open actions, and restrictions to the incoming shift.

Date		Outgoing Shift	
Incoming Shift		Handoff Time	

FOD Status Summary

Item	Details / notes
Open findings (not yet disposed)	
Watch-list locations	
Incomplete corrective actions	
Pending investigations	
Tool control status (any open missing-tool reports?)	
Area restrictions or closures	
Upcoming maintenance or events affecting FOD risk	
Any STOP calls this shift	

Handoff Confirmation

Outgoing Walk Leader / Supervisor signature		Incoming Walk Leader / Supervisor signature	
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