



Operations Logistics Shift Handover Checklist

Use this checklist together with the Handover document, at the end of an Operations Logistics shift.

Item No.	Details	Check ✓
All Staff		
1	Outstanding tasks/issues clearly listed and prioritised, this includes suppliers, services and personnel.	<input type="checkbox"/>
2	Ensure registers are updated prior to departure.	<input type="checkbox"/>
3	File Management – update of any systems in place for the Field HQ, including the location of the electronic and hardcopy files.	<input type="checkbox"/>
4	Further actions agreed:	<input type="checkbox"/>
Operations Logistics Managers		
1	Notify any scheduled meetings, visitors, media or protests for the rostered period ahead including any arrangements in place/outstanding.	<input type="checkbox"/>
2	Advise the location of any key contacts.	<input type="checkbox"/>
3	Check with Health and Safety that Wardens for evacuation are appointed.	<input type="checkbox"/>
4	Further actions agreed:	<input type="checkbox"/>
Item No.	Details	Check ✓

Procurement Manager		
1	Petty Cash Reconciliation.	<input type="checkbox"/>
2	Petty Cash – security/location of key and tin overnight.	<input type="checkbox"/>
3	Replenish stocks – Stationery and Cafeteria Supplies	<input type="checkbox"/>
4	Further actions agreed:	<input type="checkbox"/>
Personnel Manager		
1	Timesheets and Expenses up to date.	<input type="checkbox"/>
2	Phone lists – update and forward updated lists to relevant parties.	<input type="checkbox"/>
3	Update any Authorisations/Key Contact Notifications: <ul style="list-style-type: none"> • Accommodation • Travel • Catering • Transport 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4	Further actions agreed:	<input type="checkbox"/>