

Copilot

Absolutely, creating a **Communication and Handover Protocol** along with a **Handover Logbook** will ensure smooth transitions between shifts and maintain continuity in your operations. Here’s a draft for each:

Communication and Handover Protocol

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Purpose

To establish a standardized process for transferring responsibilities between shifts, ensuring continuity and accountability.

Procedures

- End-of-Shift Summary**: The closing staff should prepare a brief summary of the day's activities, including any issues or notable events.
- Cash Drawer Transfer**: If the cash drawer is handed over to the next shift, ensure it is counted and verified in the presence of both parties.
- Equipment Check**: Note the status of all equipment, and report any malfunctions in the Equipment Malfunction Log.
- Documentation Review**: Go over any documentation that needs to be passed on, including sales reports and the Equipment Malfunction Log.
- Communicate Verbally**: Have a brief face-to-face or written communication to discuss any immediate concerns or messages for the next shift.
- Sign-Off**: Both parties should sign off on the Handover Logbook to acknowledge the transfer of duties and information.

Notes

- This protocol applies to all shifts, regardless of whether the same person is responsible for opening and closing.
- Any deviations from this protocol should be documented and explained.

Handover Logbook Template

Handover Logbook

Date	Shift	Handover From	Handover To	Cash Drawer Amount	Equipment Status	Documentation Passed	Notes	Signatures
05/10/2024	Morning	[Employee Name]	[Employee Name]	\$300	All operational	Sales report, Equipment Log	N/A	[Signatures]

This logbook template provides a structured way to record the essential details of each shift change. It includes space for noting the cash drawer amount, equipment status, any documentation passed on, general notes, and signatures for accountability.

Please review these drafts and let me know if they meet your needs or if there are any specific elements you’d like to adjust or add. Once we finalize these documents, you’ll have a comprehensive set of tools to support your cash handling procedures.