# SOP: Shift Handover Protocols - Part 1

1. Objective

To ensure a seamless transition between the Morning, Afternoon, and Night shifts.

2. Checklist

- Clean the workstation.

- Complete the digital logbook entry.

- Inform the incoming operator of any pending maintenance tasks or active alerts.

# SOP: Shift Handover Protocols - Part 2

3. Accountabilities

The outgoing operator remains responsible for the station until the incoming operator physically signs into the console.

4. Tool Inventory

Conduct a quick tool audit. Missing tools must be flagged immediately to prevent Foreign Object Debris (FOD) hazards.