



## Supporting document 4

### Shift Handover Checklist

**Product: Saxum 42 Production**

| Date    | Time  | Shift Team | Capture velocity (m/sec) | Filter alarm | Static Pressure Read out | PPE | Comments   | Initials |
|---------|-------|------------|--------------------------|--------------|--------------------------|-----|--|----------|
| 21/9/21 | 06.00 | A          | 2.4                      | OK           | Green                    | OK  | None   | JP       |
| 21/9/21 | 14.00 | B          |                          | ✓            | Red                      | ✓   | Reported static pressure issue                               | GH       |
| 22/9/21 | 06.10 | A          | 2.6                      |              | Green                    | Y   |  |          |
| 22/9/21 | 13.50 | C          | 1.9                      |              | Green                    | ✓   |  | AL       |
| 23/9/21 | 07.00 | B          | 1.2                      |              | Red                      |     | Reported static pressure issue again! Reported to supervisor |          |
| 23/9/21 | 14.05 | C          | 2.4                      | ✓            | GREEN                    |     | MASKS OUT OF STOCK ASKED SUPERVISOR TO REORDER               | AL       |
| 24/9/21 | 13.55 | A          |                          |              | Red                      |     | Reported problems to supervisor                              | JP       |
| 25/9/21 | 06.00 | C          | 1.6                      | ✓            | Red                      | Yes | SP read out still an issue                                   | LS       |
| 25/9/21 | 14.10 | A          |                          | ✓            | Borderline               | ✓   |  |          |
| 26/9/21 | 06.05 | B          |                          |              |                          |     |  |          |
| 26/9/21 | 14.00 | C          |                          | ✓            |                          |     |  | DS       |
| 27/9/21 | 14.05 | B          |                          | ✓            |                          |     |  | AW       |