



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