

## OpsPilot

# Shift Handover — User Manual

Structured Handovers That Prevent Surprises · AI Engineering Co-Pilot



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**What this guide covers** — why structured handovers matter, how the OpsPilot module builds one fast, what to have ready, and the report you receive.

## 1. Why structured shift handover?

The handover is the moment a plant is most vulnerable — the people who know what happened are leaving, and the people who don't are taking over. Vague handovers cause incidents: “pump 2 was playing up” tells the incoming shift nothing actionable. A structured handover makes the transfer specific and complete, so the incoming shift isn't surprised by something the outgoing shift already knew.

It's also built for speed — the outgoing supervisor is tired and wants to go home. The aim is a complete handover in a few minutes, not twenty.

## 2. What the OpsPilot module does

Role	Responsibility
 <b>AI Coach (OpsPilot)</b>	Builds a complete, structured handover — production summary, equipment status (including degraded equipment with a clear risk description), incidents, maintenance, and specific key messages — turning unstructured shift information into a scannable record fast.
 <b>Outgoing Supervisor / Operator (you)</b>	Provide the facts from the shift. Specific, accurate information is what saves the incoming shift from a nasty surprise.

## 3. How it works — the process

#	Stage
1	Shift and area details
2	Production summary — planned vs actual
3	Equipment status — running, stopped, degraded (with the risk)
4	Incidents and near misses — even minor ones
5	Maintenance work completed and outstanding

#	Stage
6	Three key messages for the incoming shift — specific, not vague
7	Word report

## 4. What you will be asked — have this ready

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- The shift details — date, times, outgoing and incoming supervisors, and the area covered.
- Production planned versus actual, and the equipment status (running, stopped, and anything degraded — with the specific risk).
- Any incidents or near misses, even minor ones.
- Maintenance done and outstanding — and the two or three things the next shift genuinely must know.

## 5. What you receive — the output

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A formatted Shift Handover Report (Word): shift and area details, production summary, equipment status with degraded-equipment risks called out, incidents and near misses, maintenance completed and outstanding, and three specific key messages for the incoming shift.

## 6. Worked example (illustrative)

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Equipment status, the weak way: “pump 2 a bit dodgy.” The structured way: “Pump 2 running on manual control — auto-start disabled after a spurious trip at 14:00; if it stops, start the standby manually at the local panel; maintenance work order WO-1182 raised.” That is something the incoming operator can act on at 2am without phoning anyone. The three key messages force the same discipline — the genuinely important items aren't buried in a wall of routine detail, they're called out specifically so they can't be missed.

## 7. Getting the best result

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- **Be specific, never vague.** “Degraded, here's the risk and the action” beats “playing up” every time.
- **Always flag degraded equipment.** Something running but compromised is the classic handover surprise.
- **Use the three key messages.** Force the must-knows to the top so they survive a tired read.
- **Include the minor near misses.** The one you don't mention is the one that repeats on the next shift.

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