

5 Tips on shift transfer

1



Document how to transfer a workspace.

There's no grip without standardization, so document what the workspace needs to look like to get the next shift off to a good start.

2



Find a regular spot for shift transfer.

Find the optimal setting for the right shift transfer. Where does it take place and who needs to attend? Find out what works for the teams and the factory. Often, the best spot is the line, with both teams fully present.

3



Ensure a structured and quick transfer.

Develop a format, a standard agenda that covers all aspects of the shift quickly. Keep things moving and make sure all current affairs are discussed.

4



Document shift transfer.

The goal of a transfer is not just about a smooth transfer process and an instruction for the next team. It's also about creating an overview of current issues surrounding shift transfer in general. Management needs to know what's going on during shift transfers too.

5



Implement changes in the shift or shift transfer.

Only when management knows the issues at hand during shifts or shift transfer, they can tackle structural problems. This way, improvement points can be implemented regarding shift activities or the shift transfer.