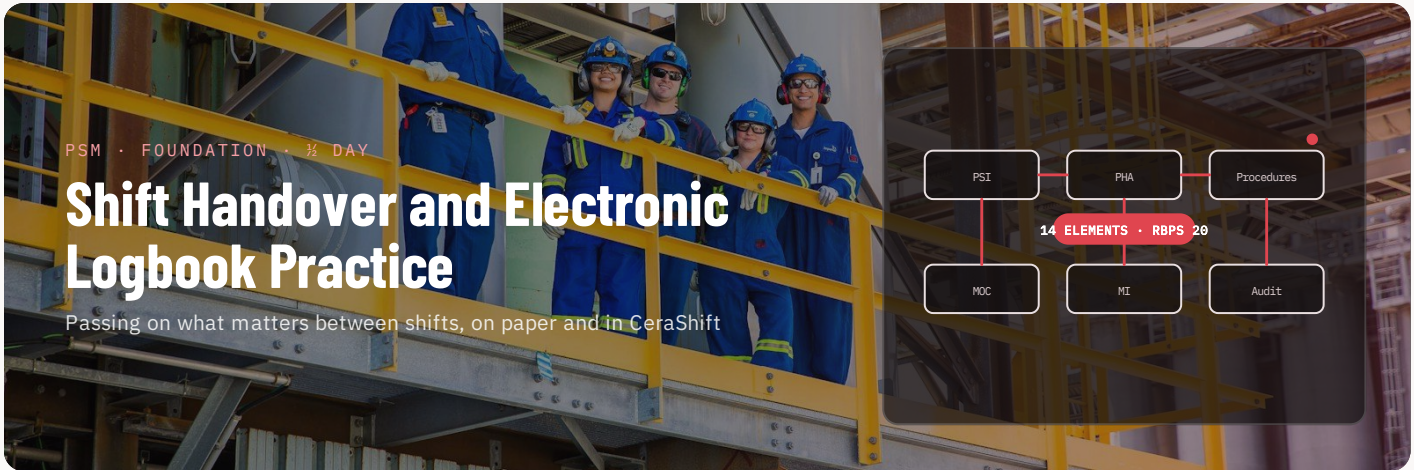




PSM · FOUNDATION · ½ DAY

Shift Handover and Electronic Logbook Practice

Passing on what matters between shifts, on paper and in CeraShift



DURATION
½ day

LEVEL
Foundation

FORMAT
On-site classroom · virtual instructor-led

LANGUAGE
English

MAX. PARTICIPANTS
16

2

handover role-plays

1

handover-quality checklist

CeraShift

hands-on e-logbook

Overview

Piper Alpha turned on a permit that did not survive the shift change. This half-day course covers what a good handover contains, how to structure the logbook so that abnormal conditions, overrides, open permits and incomplete work stand out, and the human factors that make handovers fail: time pressure, interruptions and assumed knowledge. Participants practise two handovers and then repeat them in CeraShift, using its structured logbook, open-item tracking and DCS capture.

Learning outcomes

- State what a handover must always cover: plant status, abnormal conditions, overrides, permits, work in progress
- Keep a logbook that separates routine entries from safety-relevant ones
- Conduct a face-to-face handover with two-way confirmation and no interruptions
- Use the electronic logbook to carry open items across shifts until closed
- Recognise the handover failure modes in incidents and on their own site
- Apply a handover-quality checklist for supervisory checks

Who should attend

Panel and field operators, shift supervisors and maintenance leads; superintendents who set the standard for handover

Course outline

SESSION 1

Handover incidents (Piper Alpha, Buncefield) · EI and HSE guidance on shift handover · content of a good handover · logbook structure and language · human factors: interruptions, fatigue, assumed knowledge · role-play 1 with feedback

SESSION 2

CeraShift: structured log entries, open items, overrides and permits · DCS and historian capture in the log · rounds data and PM tasks in the handover · role-play 2 in CeraShift · supervisory review and handover-quality checklist

Standards referenced

EI Guidance on Safety Critical Communications

HSE Human Factors: Safe Shift Handover

EI Human Factors Briefing Note 1 (Communication)

CCPS Conduct of Operations OSHA 29 CFR 1910.119(f)

Tools & exercises

Hands-on handover and logbook exercises in CeraShift

What's included

- ✓ Course manual and slide pack
- ✓ Software access for the course
- ✓ Post-course Q&A with the instructor
- ✓ Exercise and case-study pack
- ✓ Competency quiz and certificate
- ✓ Templates used in the exercises

PREREQUISITES
None

CERTIFICATION
Certificate of completion; competency record for the training matrix

INSTRUCTORS
Practising engineers — TÜV HAZOP Leader, CCPSC and IEC 61511 Functional Safety certified — with 200+ years of cumulative plant experience.

Book this course or build a custom curriculum

On-site at your plant or virtual · in-house groups · competency assessment included

sales@cerasus.ai · +974 5506 2743
Cerasus Technologies QFZ LLC · Ras BuFontas Free Zone · Doha, Qatar