



RESOURCE LIBRARY - STEWARDING
Communication between Shifts 交接班

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Standard:

Good communications between shifts must be maintained at all times to ensure an efficient stewarding operation.

标准:

在任何时候都要保持班次之间良好的沟通以确保工作的一致性和延续性。

Procedures:

1. Record work done in logbook.
2. Exchange information regarding incomplete work.
3. Information to next shift on tasks allocated for that shift.
4. Information if a steward has called in sick, etc.
5. Incomplete maintenance repairs under way.
6. Pass the information to next shift about the stock levels of chemical.
7. Pass the information to next shift about the operation situation of equipment.
8. Inform event orders to next shift.
9. Any messages to be passed on.

-End-

程序:

1. 所做工作要记录在交接本上。
2. 针对还没有完成的工作交换信息。
3. 向下一个班次传达工作任务。
4. 告知员工出勤的情况，如病假等。
5. 告知还未完成的维修保养工作。
6. 向下一个班次传递化学药品的领取和存货情况。
7. 向下一个班次传递设备运转情况。
8. 告知下一个班次有关宴会预定情况。
9. 传递任何需要传递的信息。

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