# Mixed crew shift briefing template

Complete with your supervisor using the current local plan, instructions and authorisation. Open in a compatible PDF reader, save a copy and check your entries before printing.

| | |
|---|---|
| Site / role / date | |
| Supervisor / current plan version | |
| Critical post | |
| Named worker | |
| Competence checked by | |
| Buddy | |
| Teach-back prompt | |
| Break cover | |
| Unresolved gap and owner | |

Follow-up / owner / review time

Use the current approved arrangements. Store completed records securely.

Read the accompanying guide online

https://crewbright.co.uk/blog/mixed-crew-shift-briefing-template/