GULD

Site visit and handover

For security and cleaning site visits, inspections and shift handovers

Record what you checked, any issues you found and what the next person needs to know.

Visit or shift details

Site / contract

Date

Completed by / role

Start and finish times (include dates if overnight)

Checks and observations

Areas checked and findings (access, alarms, safety or cleaning)

Issues found, immediate actions and report references

Handover and follow-up

Outstanding actions, assigned to and due date

Handed over to

Handover time / acknowledgement

Send the completed form through your agreed Guld site reporting channel.