

Controller Shift Turnover Record

Control room shift turnover log entry | Final specimen

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A turnover entry rewritten so that the incoming controller receives facts, times and open items rather than impressions.

FINAL TEXT

Shift turnover, 0700, 14 March. Outgoing controller A. Reyes to incoming controller J. Okafor.

Line 4. Three low-suction alarms, at 0212, 0244 and 0331. Outgoing controller assessed these as column separation. The assessment was not confirmed and was not evaluated against the rupture identification procedure.

Salt Creek. Discharge pressure 612 psig at 0655, against a normal operating range of 640 to 680 psig.

In-line inspection tool. Launched 0430, still in the line, last reported position milepost 118.

Open items carried to the incoming controller. Confirm or rule out column separation on Line 4 before any change of state. Confirm tool position before any pressure change.

EXAMPLE
FOR ILLUSTRATION ONLY