Recurring Task Checklist

OM-06B | Chapter 14 | Owner and Manager | Version 1.0

List recurring tasks in the order they are done. Assign the work, state the finished standard, and record any exception before handing off the shift.

Write in the spaces or click a blank field to type in Word.

Area or role	Date or week

Task and standard	When due	Assigned to	Done and checked

Supplies or equipment needed

Unfinished work, problem, and person notified

Next action, responsible person, and due date

Use current approved procedures. Stop work and report hazards instead of marking an unsafe task complete.

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