



Shift Management

Keep track of everything that happens during a shift with electronic logs and records.

When your workforce is distributed into different shifts or (partly) working remotely, it is crucial that the communication between supervisors, employees, and contractors is transparent and clear.

TenForce Shift Management is an easy tool to manage different types of shifts. It assists you in planning and scheduling employee shifts without any complication.

TenForce Shift Management:

- Guarantees clean shift relief and handovers, to ensure no work is left unexecuted or is forgotten from one shift to another.
- Centralizes communication, preventing production bottlenecks caused by faulty shift handovers;
- Increases transparency and visibility.



Enable 24/7 Shift communication

Keeping employees informed is easier when actions, instructions, and night letters are automatically created and assigned after each production meeting. Relevant logbooks and ongoing tasks are clearly listed in custom dashboards. With an interactive comment system, operators and technicians can instantly report all events, incidents or near-misses during their shifts.



Boost operational efficiency

Digital shift logs and real-time event reporting increase productivity and reduce downtime. Critical knowledge, open tasks, notes, and other non-routine events, are collected and approved for transfer to the next shift.



Move on from pen & paper

Storing information electronically gives operators access to a historical knowledge base. Using this, they can make better, more informed decisions and keep the plant running safely and efficiently.



Make sure work gets done

Automated action tracking ensures that all work is completed correctly and on time. Automated alerts keep you informed of any incomplete tasks that need following up.

The TenForce Shift Management Process

Electronic Shift Logs & Handovers

- ✓ Schedule shifts and create logs per Production Line;
- ✓ Electronically document shift events, observations and notes;
- ✓ Capture asset utilization parameters;
- ✓ Automatically deliver key information to help the next shift to operate the plant safely;
- ✓ Take real-time action on instantly reported events.

Daily Instructions & Night Letters

- ✓ Electronically manage KPIs, actions and instructions;
- ✓ Create and plan instructions per topic & area with pre-defined start- and end-dates;
- ✓ Assign ownership by role, group or individual;
- ✓ Rule-based e-mail notifications.

Production Task Management

- ✓ Manage morning and production meetings;
- ✓ Plan, create and automatically assign actions and production recurring tasks.
- ✓ Track actions via the workflow, due dates and sector information;
- ✓ Identify incomplete tasks and missed KPIs;
- ✓ Automated alerts.

Monitor & Report

- ✓ Monitor centralized daily shift data and supervisor log;
- ✓ Revise past observations on equipment or process issues;
- ✓ Search according to type, dates and keywords;
- ✓ Analyze plant performance and efficiency (OEE) in real time;
- ✓ Automate recurrent reports to management.

Features:

- User dashboards & real-time reports
- Predefined or event-type specific approvals and workflows
- Integration with Process Control Alerts and Plant Information Systems
- Task Management: manage (create, add, update) shift tasks ad-hoc or automatically
- System generated logs, based on shift schedule and production lines set-up
- Pre-filled morning or production meeting minutes, based on events or previous shifts
- Define your own plan of recurring production tasks, which automatically link to the correct shifts
- Clean audit trail on operator instructions acknowledgement
- Integration with other process safety areas (Incidents, Maintenance tasks, MoC etc.)
- Define shift teams and schedules per production unit or line
- Automatically generated drafts for shift or production line supervisor daily logs.

80%

increase in actions completed in each shift

10s

to document a complete shift supervisor log report

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For more information or for a personalized demo, please contact us at hello@tenforce.com

www.tenforce.com

Our customers that trust TenForce for their Shift Management:

