

Type of Briefing (tick as appropriate)	Induction	<input type="checkbox"/>	Training	<input type="checkbox"/>	Meeting	<input type="checkbox"/>
	Method Statement	<input type="checkbox"/>	Toolbox Talk	<input type="checkbox"/>	Other	<input type="checkbox"/>
Subject/Name/Title						
Location						
Date		Start Time		Finish Time		
Contract/Project Name				Contract Number		
Trainer/Briefing Given By				Job Title		
Reference Document Name & Number (if applicable)						

Name (Block Capitals)	Works Number	Company	Job Title	Signature	Date

RECORD OF BRIEFING/ATTENDANCE

[illegible]