**Special Operations Briefing Attendance Record**

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| **Event Name** |  |
| **Event Date(s)** |  |
| **Briefing Delivered By** |  |
| **Grade** |  |
| **Briefing Date** |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Surname** | **First Name** | **Employee No** | **Signed** | **Time In** | **Time Out** | **Ops Plan Issued** |
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**Signed by Member of staff delivering briefing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**