INL BRIEFING ATTENDANCE RECORD

Page _____ of _____

Work Documentation Tracking/Procedure Number: _____

Attach filled out form to applicable work control/permit documentation prior to starting work OR file as required by area/organizational procedures. Make copies as necessary.

Print Names of Workers	Training (1)	S/Visitor Badge No.	Craft or Organization	Company Name (2)	Briefing Date	Worker's Initials (3)

1. Supervisor initials block verifying employee's training required to complete the planned work is current, mark N/A for not applicable when special training (ES&H or other) not required.
2. Briefing attendee required to fill this block if other than company employees, may leave blank for company employees.
3. Worker's initials to indicate attendance at pre-job briefing and satisfactory understanding for all items discussed.