

Crew Discussion Record

Topic: Site Closeout: Leave a Safe Handoff | TBT-78 | v1.0

Date: _____ Start / finish: _____ Shift: _____

Task / location: _____

Leader / facilitator: _____

JHA/JSA reference and revision: _____

Language / interpretation or communication support used: _____

This record documents participation in the discussion. A signature does not certify competence, prove that controls function, authorize work, or waive a worker's rights. Record field verification separately.

Printed name	Crew / role	Signature or attendance acknowledgment

Crew input and follow-through

Changes, concerns, or questions raised: _____

Action / responsible person / due time: _____

Unresolved item linked to field check: _____

Late arrival / reassigned worker rebrief — name, time and leader: _____

Keep completed attendance records under the employer's recordkeeping and privacy procedures. Do not post a completed sign-in sheet publicly.