

PRE-JOB BRIEFING CHECKLIST

Type: Initial Full

Briefing Date:

Job Description: <i>(define scope of work)</i>	
Procedures/Work Control Documents to be used:	Supervisor/CTR: Work Area Walkdown Conducted Today Prior to Pre-Job Brief: Yes <input type="checkbox"/> No <input type="checkbox"/>
Additional Crews or Crafts needed:	
Other: <i>(e.g., reminders for Supervisor to discuss)</i>	
The objective of a good pre-job briefing is to communicate an understanding of scope, hazards, and mitigation to enable safe completion of work. Everyone actively participates when conducting a pre-job briefing.	
Pre-Job Briefing Checklist <i>Initial each box upon completion of the step during the PJB. Mark N/A in the initials box if the item is not applicable to this work.</i>	
Initials	Description
	Verify that planned work scope is clearly delineated in the approved Work Package/Procedure/IWD.
	Discuss scope of work to be performed.
	Review applicable procedure(s)/document(s) to include pre-requisites, critical steps, hold points and critical parameters to monitor.
	Review Special Considerations (plant conditions, sequence of performance/events, nuclear criticality safety requirements, security, Safety Basis implications [LCOs], etc.).
	Review applicable hazards and controls in work documents.
	Discuss communication methods and timing (e.g., radios, landline).
	Ensure Training and Qualification/documentation requirements are completed (any work restrictions?).
	Discuss roles and responsibilities and ensure personnel understand their role and what is required.
	Review permit(s) requirements (e.g., Hot Work, Confined Space). Permit #s:
	Review other work in adjacent areas and associated hazards that may affect work. Discuss any drills or other facility conditions that may affect work.
	Review tools and materials required for the job (verify calibrations are current if applicable).
	Discuss waste minimization and disposal requirements (e.g., PCB, DAW, hazardous/RCRA, sanitary, universal, recyclable).
	Discuss environmental aspects including fugitive dust generation and control, asbestos control, wastewater generation, electricity and water use and minimization.
	Review forms to be completed and any data collection requirements.
	Review Hazardous Energy Control (review LOTO). Permit #s:
	Discuss RWP requirements (clearly identify low/high dose areas). RWP#:
	Review potential abnormal/emergency or other upset conditions and contingencies/recovery options.
	Discuss applicable Lessons Learned/Operational Experience and previous experience with similar tasks.
	Remind workers of their STOP work authority.
	Review housekeeping responsibilities.
	Complete attendance sheet.
Performed by:	Date: <i>By my signature I indicate that I have conducted the pre-job briefing covering all items indicated above concerning the requirements specified for the work to be performed.</i>
NOTES:	