

# Go digital today!

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### Title Page

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Document No.

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Audit Title

---

Client / Site

---

Conducted on



Prepared by

---

Location



Personnel

---

## Meeting Details

Full Name of Supervisor

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Project / Site Name

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Name of Work Team/Group in attendance

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Meeting Topic & Meeting Discussion Points

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## Previous Business

Is there any previous business to discuss or follow up?

Yes    No    N/A

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Add items of business from previous meetings

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Previous Business

Description of previous business

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Add an Action to this item if this previous business requires further follow up.

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Other Notes / Comments

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### New Safety Issues Raised

Are there any new safety issues to report or discuss?

Yes     No     N/A

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Add new safety issues arising from this meeting

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Safety Issue

Description of safety issue

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Other Notes / Comments

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Add an Action to this item if this item requires further follow up.

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Who raised this issue?

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### General Business

Is there any general business to be discussed?

Yes     No     N/A

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Record any other comments or general business arising from this meeting

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## Attendance Log

Each present team member to sign name and signature acknowledging attendance at this meeting

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Team Member

Name & Signature

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