

PRE-JOB BRIEFING CHECKLIST

Type: Full ☐ Daily ☐ (check one)

Briefing Date: _____

Job Description: (define scope of work)		
Procedures/Work Control Documents to be used:	Supervisor: Work Area Walkdown Conducted Today Prior to Pre-Job Brief: Yes ☐ No ☐	
Additional Crews or Crafts needed:		
Other: (e.g., reminders for Supervisor to discuss)		
The objective of a good pre-job briefing (PJB) 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, IEZ, security, Safety Basis implications [LCOs], etc.).	
	IF work requiring hearing protection will be performed in an Immediate Evacuation Zone (IEZ) outside the facility walls, THEN ensure the NFM is contacted before starting any work within the IEZ.	
	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.	
	Discuss Radiological posted boundaries and travel paths.	
	Discuss and remind workers that spotters MUST be positioned in a safe location away from the turn radius, travel direction, and swing radius of equipment (line of fire).	
	Remind workers of their PAUSE or 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:		