**Introduction**

This document has been prepared to help those developing and checking Task Briefing Sheets (TBSs) - focus on the ***Brief*** aspect of the title.

TBSs should be short sharp and punchy - they should not contain long paragraphs or explanations of what’s required. Never reproduce sections of the WPP in a TBS. TBSs should contain the essence of what’s required in clear, precise and brief terms.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project(s)/Programme :** |  | **Contractor :** |  |
| **CPP Title :** |  | **CPP Number :** |  |
| **WPP Title :** |  | **WPP Number :** |  |
| **TBS Title :** |  | **TBS Number :** |  |

| **Item** | **Adequate?** | **Comments** |
| --- | --- | --- |
| **Yes** | **No** | **N/A** |
| **Cover page** |
|  | Ensure this is correctly completed |  |  |  |  |
| **Introduction** |
|  | This is factual information, just make sure it’s correct |  |  |  |  |
| **Brief description and management of task** |
|  | This should focus on the task alone - do not provide details of the wider project |  |  |  |  |
| **Handback arrangements** |
|  | Outline how the work will come to an end - if there are no specific requirements just say that |  |  |  |  |
| **Control of unusual or significant site and activity risks** |
|  | This section is for unusual or significant risks - do not include routine or everyday risks that competent staff will be well aware of.Do not refer to the life saving rules unless they are particularly, or unusually, relevant. |  |  |  |  |
| **Resources** |
|  | You do not need to detail everything. Minor tools and materials such as hammers, bolts, screws etc. can be omitted. |  |  |  |  |
| **Site details relevant to task** |
|  | Focus on what is different or unusual about this particular task. Where details are the same as usual on site e.g. access arrangements or welfare facilities these don’t need to be highlighted. |  |  |  |  |
| **Changes to the task briefing sheet** |  |  |  |  |
|  | If the task is planned correctly changes should not be required. Think carefully before using this part of the sheet. |  |  |  |  |
| **Task briefing record** |  |  |  |  |
|  | Make sure this blank form has the correct headings etc. and that there is sufficient space for the expected number of operatives to sign it. |  |  |  |  |

**Reviewed by Supervisor :**

|  |  |  |
| --- | --- | --- |
| Print name : | Signature : | Date : |

**Accepted by Site Agent :**

|  |  |  |
| --- | --- | --- |
| Print name : | Signature : | Date : |

**Remember - all the information in a CPP, WPP or TBS must be site specific, clear and useful for the people on site**