Cleaning-chemical briefing record

Complete with the actual workplace arrangements. Read the accompanying guide, agree the local procedure and identify who will check the record.

Venue / event	
Owner / date / version	
Task / product	
Assessment reference	
Controls and equipment	
Demonstration date / supervisor	
Learner explanation checked	
Further support needed	
Change / review trigger	

Before use: Identify the task and product. Locate the assessment and instructions. Demonstrate the agreed controls. Ask the learner to explain the method. Record follow-up and change triggers.

Follow-up

Action	Owner	Due / trigger	Completed

Keep completed records with the appropriate access restrictions. Save your entries before closing.

Read the accompanying guide online