Delivery-handling briefing sheet

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 / delivery item	
Route and destination	
Obstructions / task changes	
Agreed method / aid	
Person providing support	
Demonstration / briefing	
Issue escalated and outcome	

Before use: Check the route and destination. Consider reducing or avoiding the handling. Confirm suitable aids and authorised help. Explain when to pause and escalate. Record observed difficulties for review.

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