

Briefing & Attendance Sheet

Book 3 · Chapters 2.8 and 5.1 · only people on this sheet enter while the beam is live

Site	Date	Local Rules revision	Job ref
Operator (phone)	Client escort (phone)	Site emergency number	

BRIEFING POINTS COVERED (READ THEM OUT)

- | | |
|---|---|
| ☐ Where the LCA is today and how it is marked | ☐ Who may enter while the beam is live: people on this sheet only |
| ☐ Eyewear is issued at the gate; refusing eyewear means refusing entry | ☐ How to ask to enter: knock or radio, wait for beam off |
| ☐ Anyone may call stop; the beam goes off immediately | ☐ On stop: key off, barriers stay up until the operator collapses the zone |
| ☐ Fire, eye injury and first-aid route; assembly point | ☐ Do not move the extraction hood or block a fire exit |

ATTENDANCE AND ACKNOWLEDGEMENT

Name	Company	Role	Briefed (time)	Signature

Eyewear Issue & Escort Log

Book 3 · Chapters 1.9 and 5.10 · issue at the gate, collect at stand-down

EYEWEAR ISSUED AT THE GATE

Pair	EN 207 marking checked	Issued to	Time out	Time back	Condition on return
	☐				
	☐				
	☐				
	☐				
	☐				
	☐				
	☐				
	☐				
	☐				
	☐				
	☐				

ESCORT AND SUPERVISOR CHANGES

Time	Handing over	Taking over	Re-briefed on entry and abort?	Operator initials
			☐	
			☐	
			☐	
			☐	

A new face has not heard the Local Rules until you say them. Re-brief before continuing, log the handover of escort duty, and photograph the signed sheets for the job folder the same day.