

Activity: _____ Procedure/Instruction No.: _____

Name/Title of Qualified Briefer Conducting Briefing: _____ Date/Time: _____ / _____

Pre-Job Discussion

Key Questions to Cover (Briefer – all personnel should actively participate):	
<ol style="list-style-type: none"> 1. When was this activity previously performed? How did it go (what did we learn)? 2. What are the critical steps or phases of this activity (important parts of the task that must go right)? 3. How can we make a mistake at a critical step (review error precursors)? 4. What things can go wrong, and if they do, what actions will we expect personnel to take? 5. What barriers or defenses are needed or in place (human performance tools, engineered/admin controls, PPE)? 	
<p>The objective of a good briefing is to communicate, through interactive discussion with all the participants, a mutual understanding of the activity scope, hazards, and mitigation to enable the safe completion of work.</p>	
Initial each box upon completion of the section during the briefing. Mark N/A in the comments box if this section is not applicable to this activity.	Briefer Initials
1. Scope of activity to be performed and limiting conditions.	
Comments:	
2. Hazards of the activity and mitigation of those hazards. (Including JSA's, Permits, LO/TO, FHL, etc.)	
Comments:	
3. Procedures and initial conditions involved.	
Comments:	
4. Discuss the Safe-to-Work checks to be performed prior to hands-on work.	
Comments:	
5. Discuss emergency escape routes, contingencies, and recovery options for potential problems and errors.	
Comments:	
6. Discuss roles and responsibilities, communication methods (particularly where PPE may interfere), handoffs, stop work, training, and work restrictions. Identify activity supervisor/person in charge.	
Comments:	
7. Needed tools and equipment	
Comments:	
8. Discuss safety, radiological (see box 10), environmental, and waste requirements	
Comments:	
9. Discuss error likely situations, feedback, lessons learned, and previous experience with similar tasks	
Comments:	

Activity: _____ Procedure/Instruction No.: _____

1. Supervisor of the person performing the work verifies employee's required training for planned activity is current. This may be initialed by the Briefer upon verifying training/qualification of the worker with the worker's supervisor. Mark N/A for not applicable (e.g., observer, persons not actually performing work and not in the work area).
2. Attendee's signature indicates his/her attendance at the briefing and satisfactory understanding of all items discussed.

By my signature, I indicate that I have conducted the briefing covering all items indicated above concerning the requirements specified for the activity to be performed.

Person Conducting Briefing: _____ Date/Time: _____ / _____

NOTE: Form 434.15, Briefing Attendance Record, is available to provide additional signature spaces for attendees and briefer to document completion of the briefing.

Error Precursors – Short List

Task Demands	Individual Capabilities
High workload (memory requirements)	Unfamiliarity with task / First time
Time pressure (in a hurry)	Lack of knowledge (mental model)
Simultaneous, multiple tasks	New technique not used before
Repetitive actions / Monotony	Imprecise communication habits
Irrecoverable actions	Lack of proficiency / Inexperience
Interpretation requirements	Unsystematic problem-solving skills
Unclear goals, roles, or responsibilities	Hazardous attitudes for critical tasks
Lack of or unclear standards	Illness / Fatigue
Work Environment	Human Nature
Distractions / Interruptions	Stress
Changes / Departure from routine	Habit patterns
Confusing procedure / Vague guidance	Assumptions
Confusing displays or controls	Complacency / Over confidence
Work-arounds / OOS instruments	Mind set (intentions)
Hidden system response	Inaccurate risk perception
Unexpected equipment conditions	Mental shortcuts (biases)

- S – Stop** – Clear mind of other thoughts; focus on task
- T – Think** – about task details and surrounding situation
- A – Act** – Take deliberate and safe actions
- R – Review** – for expected results

Post-Job Discussion

1. Discuss the performance attributes of the activity (what went well).	
Comments:	
2. Discuss methods or actions that could improve performance of this activity next time it is performed.	
Comments:	
3. Discuss any human performance issues that should be addressed prior to the next performance.	
Comments:	