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|  | **TOOL BOX TALK RECORD** | **Form TBTR** |

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| **Job:** | | **Job No.:** | |
| **Date:** ……… / ………. / …….. | | **Time:** ………………………..………………. **am/pm** | |
| **Presented by:** ………………………………………………… | | **Duration:** …………………………………… **minutes** | |
| **Topic:** | | | |
|  | | | |
| **Discussion Points:** | | | |
| 1. | |  | |
| 2. | |  | |
| 3. | |  | |
| 4. | |  | |
| 5. | |  | |
| 6. | |  | |
| **Attendees: Name** |  |  | **Signature** |
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