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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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