

Supervisor Briefing Card

Complete before every FOD walk and use as the pre-walk briefing record.

Date		Start Time	
Walk Leader		Area / Zone	

Briefing Points

#	Briefing item	Notes / confirmation	Done
1	Area & boundaries Define today's walk area and any restricted boundaries.		[]
2	Personnel spacing Spacing for today's conditions: _____ ft between teams.		[]
3	Hazards / watch items Identify special hazards, active work, weather, traffic, or known hotspots.		[]
4	STOP triggers Review when personnel must call STOP and immediately escalate.		[]
5	PPE check Confirm gloves, vest, eye protection, footwear, and site-specific PPE.		[]
6	Logging responsibilities Assign the scribe and confirm the findings log or digital capture is ready.		[]
7	Post-walk closure Confirm where the team will regroup and who will review the findings log.		[]

Briefing completed at (time)		Participant count	
Walk Leader signature			