



DCN Drilling Meeting Minutes Template

Version: 1.0

Date: 18-Jul-16

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ISO Element: 14001 – 4.4.3

OHSAS Standard:18001 – 4.4.3

HSE MEETING MINUTES

Area:

Date:

Crew:

Time: From

To

AM/PM

Topics Discussed:

Topic/s Presented By:

1.

2.

3.

4.

5.

EMPLOYEE CONCERNS, RECOMMENDATIONS, ETC.

1.

2.

3.

4.

5.

FOLLOW UP ACTION (What):

Who is Responsible

Est. Comp. Date

Comp Date

1.

2.

3.

4.

5.

Good Participation

YES NO

What needs to be improved to ensure effective consultation

WAS MATERIAL HANDED OUT? YES NO

DESCRIPTION:

Document Review Due:

Print Date:

18-Jul-16

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CIRCLE QUALITY OF MEETING:	EXCELLENT	GOOD	FAIR	POOR
QUALITY ASSESSED BY:				
COMMENTS				

Meeting Participants

NAME	NAME
As per Scanned Copy of Signatures.	
Sign off from crews not in attendance.	

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