Daily Toolbox Meeting (Handover)

*Marine Operations*

***Shift 1***

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| *Your Name* | *Vessel* | *Date* ***(01-January-2020)*** |
|  |  |  |
| *Department* | *Client* | *Project Name* |
|  |  |  |

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| *Write a brief description of the topics discussed* |
| *Attendees:* |

***Shift 2***

|  |  |  |
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| *Your Name* | *Vessel* | *Date* ***(01-January-2020)*** |
|  |  |  |
| *Department* | *Client* | *Project Name* |
|  |  |  |

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| *Write a brief description of the topics discussed* |
| *Attendees:* |

***\*\* Submit a copy of all Toolboxes to the Party Chief at the end of the project. Originals stay on board.***