

SUGGESTED PLANNED TASK OBSERVATION FOR THOSE THOSE TASKED WITH

[Empty text box for task name]



OBSERVER'S INFORMATION

Observer's Name, From Dept, Date of Observation, Time of Observation, Location of Observation

TASK DESCRIPTION:

[Empty text box for task description]

OPERATOR'S INFORMATION

Operator's Name, Position, Equipment Used, Serial No, Relevant Safety Features

OBSERVATION OBJECTIVES

Table with 3 rows of objectives: Assess compliance with safety SOPs, Evaluate operator's competence and performance, Identify potential hazards and areas for improvement

PPE EQUIPMENT USED WITHOUT PROMPTING

[Empty text box for PPE equipment used]

PRE-TASK PREPARATION

Lined text area for pre-task preparation

Continued overleaf

TASK EXECUTION	

POST TASK WIND-DOWN	

POST-TASK EVALUATION	

## FOLLOW-UP ACTIONS

RECOMMENDATIONS FOR CORRECTIVE ACTIONS:

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RESPONSIBLE PERSON(S) FOR IMPLEMENTING CORRECTIVE ACTIONS

TARGET COMPLETION DATES

**Think of Planned Task Observations as part of your early warning and stabilisation system. But remember, to truly make a difference, be thorough, unbiased, and helpful in your feedback. Your keen observations could be the key to success!**