

# Personnel Training and Qualification

Procedure No: EP-DIR-SOP-2011

Revision: 3

Effective Date: 4-10-2008

## ATTACHMENT 7: BRIEFING SYNOPSIS

2011-7

Records Use only

**Instructions:** There are two forms that personnel can use to document briefing information and attendee participation for entry into EDS. Either form is acceptable to document briefings, however only the LANL Form 1651 should be used for course documentation.

- Briefing information and attendee documentation for required briefings performed is documented on this Briefing Synopsis form. Briefing credit is given in EDS after submission of form to EP Training Team.
- If applicable, the briefing participant's names are pre-printed, before signature, in order to ensure intended audience is captured. This is not always required; it is dependent on the briefing developer/instructor.
- For required courses the LANL Form 1651, *Training Course Information/Roster*, found at [http://int.lanl.gov/orgs/ct/training\\_forms.shtml](http://int.lanl.gov/orgs/ct/training_forms.shtml), is primarily used to document course information and attendees. The form 1651 may also be used for briefings documentation. The attendees are entered into EDS for course/briefing credit after submitting the form to EP training team.
- When an institutional roster (i.e. RWP, IWD, SSHASP) is used for a briefing please attach the roster to this form and on Briefing Title write "see attached".

**Briefing Title:**

**Course Number:**

**Presenter:**

**Intended Audience:**

**Briefing Description:**

**Briefing Participants:**

Last, First, M.I. (printed)

Signature

Z Number

Date

**CONTROLLED DOCUMENT**

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Last, First, M.I. (printed)	Signature	Z Number	Date

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