Appendix B (Memorandum For Record) – Safety Training/Meeting

DEPARTMENT OF THE ARMY
Directorate of XXX Training/Meeting
XXX Street/Road/Avenue
Fort Campbell, KY. 42223

Date:		**Time**	
Topics:		**Scribe**	
Leadership Present for Training:	Mr. John Doe, Director of XXX, Mrs. Josie Doe, Deputy Director of XXX, Mr. Joe Maintenance, Supervisor of Electrical Shop		

Key Points Discussed			
No.	**Topic**	**Attendance #**	**Highlights**
1	(Example) Lock Out – Tag Out	41	Conducted P.E. validating SOP
2	(Example) 4th Quarter FY 10 Accidents	105	Implemented CRM process for dissemination to all Employees prior to shift beginning.

Action Plan			
No.	**Action Item(s)**	**Owner**	**Target Date**
1.			
2.			
3.			
4.			
5.			