



OPTION C - RECORD

Drill Record Page

OWNER

Person leading drill

USE

Drill evidence

FORMAT

A4 client page

PURPOSE

A printable evidence sheet for completed drills or training sessions, designed to capture what was planned, what happened and what must be followed up.

OPERATING CONTROLS

Plan

- Select scenario and objective.
- Confirm crew involved and observers.
- State success criteria before starting.

Run

- Capture timing, attendance and deviations.
- Note communication quality and clarity.
- Pause if safety is affected.

Debrief

- Record what went well.
- Assign corrective actions.
- Sign and file evidence.

SIMPLE FLOW



CHECKLIST / RECORD

- ☐ Drill type and objective entered
- ☐ Attendance captured
- ☐ Observations recorded
- ☐ Actions assigned
- ☐ Record signed and filed

EVIDENCE

Signed record | Action log | Crew matrix update

ADAPT FOR THIS VESSEL

- Scenario
- Crew attending
- Equipment used
- Corrective actions
- Evidence path

Complete these fields before issuing as a live onboard page.