Toolbox Talk - Project Reviews That Resolve Interfaces

Todd Jerome Jenkins | v2.0 | October 13, 2026 | 5–10 minutes plus field checks

What and why

A project review brings affected people together to resolve decisions and interfaces before release. Agreement in a meeting can leave a practical gap if nobody owns the action or supplies the evidence.

Objective: Turn one interface concern into a documented decision, owner and release condition.

When and where

Before important project decisions, modifications and release milestones. With the people who prepare, review, use and maintain the result.

How to use it

- State the decision needed and circulate the current information with enough preparation time.
- Ask affected roles to explain interfaces, limitations and contrary evidence.
- Record decisions, unresolved items, owners and due points. Confirm closure before dependent release.

Verify It in the Field

Trace one release condition to an actual result approved through the required process.

Paper practice: one team supplies equipment and another assumes training is included. Identify the gap.

Assign ownership and evidence for readiness. A verbal promise does not close the action.

Failure points and stop triggers

Missing stakeholders; unreviewed documents; assumed agreement; actions closed by meeting minutes alone. Hold the affected release if required representation, evidence or action closure is missing. Escalate unresolved disagreements.

Toolbox talk questions

1. Which affected role is missing?

2. What exactly remains open?

3. What evidence permits the next step?

Use the separate supervisor field check and attendance sheet. Practice is not qualification or work authorization.

Source: DOE-HDBK-1028-2009, Vol. 2, printed pp. 66–67. References and task-specific limits on the webpage.

Next step: Apply this skill to one step on the free JHA/JSA field-verification worksheet.

Expanded guidance and separate forms: toddjeromejenkins.com/toolbox-talks/project-review-interfaces-before-release

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