Toolbox Talk - Peer Review Before Release

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

What and why

Peer review examines a work product before others rely on it, using a defined scope and suitable expertise. A second signature adds little protection if the reviewer repeats the same unchecked assumptions.

Objective: Define a review boundary and trace one critical claim to supporting evidence.

When and where

Before releasing an important document, calculation, work package or technical decision. Where the reviewer can examine current inputs, requirements and the proposed output.

How to use it

- Agree purpose, scope, criteria and required reviewer qualifications and independence.
- Study intended use, then trace critical inputs, assumptions and conclusions to their sources.
- Record concerns and resolutions. Recheck affected revisions before authorized release.

Verify It in the Field

Locate evidence for one safety-critical claim. Confirm what field verification is still required after document approval.

Paper practice: two drafts use different input revisions. The reviewer identifies the conflict before approval.

Record the comment and required resolution. Do not close it merely because the author agrees.

Failure points and stop triggers

Rushed review; unclear scope; shared assumptions; missing inputs; unresolved comments. Hold release for missing inputs, unresolved critical comments or unavailable required expertise. Restart review where changes affect the basis.

Toolbox talk questions

1. What is inside this review’s scope?

2. Which assumption needs an independent challenge?

3. What proves a comment is resolved?

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. 49–50. 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/peer-review-technical-basis-before-release

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