

INTER-COMPANY MEMO



DATE: April 7, 1993
TO: Distribution
FROM: Walter Tyler WJ
SUBJECT: Meeting Summary Form

Attached is a copy of the new "Meeting Summary Form". This form has been developed to replace all Safety Meeting Summary forms, Training forms, and Quality Meeting forms. Hopefully, the use of one form to report these types of meetings/training sessions will streamline the documentation process and eliminate some of the confusion regarding which form to use.

The Shift Trainers will be distributing pads of these forms to all control rooms and maintenance foremen. They will answer any questions you may have about how to complete the forms, etc. Also, a supply of Meeting Summary Forms will be placed in wall-mounted holders in each of the conference/training rooms for your convenience.

Please dispose of any old Training/Meeting forms you are presently using. If you have any questions/comments contact Debbie Horton, ext. 4872, Curtis Henson ext. 8379, or Doug Duncan ext. 8532.

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