



NCI Job Number \_\_\_\_\_

Project Description \_\_\_\_\_

NCI Safety Officer/Superintendent/Office Manager,

This is a project that required additional documentation not normally seen on an NCI project (i.e. daily equipment/vehicle safety checklists, daily JSA's, etc). When this project is complete, please question whoever is requesting this additional documentation as to whether or not they would like the documentation otherwise it will be discarded. Please have them fill out the following:

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\_\_\_\_ We would like all required NCI documentation for this project.

\_\_\_\_ We do not need copies of project specific documentation (i.e. the daily equipment/vehicle safety checklists daily JSA's, etc).

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
Client Name