

WORK EQUIPMENT INSPECTION RECORD

Person Responsible: <i>Joe Bloggs</i>					
DATE	ITEM	LOCATION	CHECKED	PROBLEM & ACTION	INITIAL
5/5/05	ladders	workshop	✓	Rubber foot studs worn through. Replaced 5/5/05	JB
5/5/05	electric hand drill	workshop	✓	n/a	JB
5/5/05	hammer	workshop	✓	Head loose on shaft. Replaced 5/5/05	JB
5/5/05	power washer	main store shed	✓	RCD not in place. Found in garage and replaced.	JB
5/5/05	ride-on grass cutter	main store shed	✓	n/a	JB
5/5/05	strimmer	main store shed	✓	Guard cracked and chipped. New guard ordered.	JB

SAMPLE