

Equipment inspection record

Organisation	Any Company
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Date	05-12-2017
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Item of equipment

Which item of equipment are you inspecting?	How often is the equipment inspected?	Other	Where is your set list of actions and standards?	Record of inspection	Which inspection was carried out?	Date of inspection	What actions and recommendations need to be noted, if any?	Name of person who carried out the inspection	Next inspection due
Hand tools	Visual inspection before each use, Monthly, Every 6 months		Test and inspection file on office process shelf with safety documentation	Record of inspection	Monthly	05-12-2017	Two screwdrivers were disposed as bits were damaged and worn.	John Campbell	05-01-2018
Mini digger	Visual inspection before each use, Weekly, Monthly, Every 6 months		Maintenance schedule for all mechanical equipment held in fleet office under maintenance schedule	Record of inspection	Weekly	05-12-2017	Left track seems loose, maintenance contractor called and visit arranged. Digger won't be used until repair.	David Craig	12-12-2017
Van	Visual inspection before each use, Weekly, Monthly, Every 6 months		Maintenance schedule for all mechanical equipment held in fleet office under maintenance schedule		Weekly	05-12-2017	Water added.	David Craig	12-12-2017

Han drill	Visual inspection before each use, Weekly, Monthly, Every 6 months	PAT	Maintenance schedule for all mechanical equipment held in fleet office under maintenance schedule		Monthly	05-12-2017	Cable show signs of wear. Sent to repair	John Campbell	05-01-2018
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