

Plant Hire Check-out and Return

A plant and tool hire check-out and return record: item and serial scan, hours, fuel, condition photos at check-out and return, safety checks, damage and missing parts, and both signatures.

1. Hire

Project

Client

Site *

Site address

Date *

Time

Hire contract number *

Stage * (choose one)

☐ Check-out (on hire) ☐ Return (off hire)

Item (for example 1.5 t excavator, breaker, tower) *

Scan the serial plate or asset tag

Scanned in the SiteSurvey app. On paper, write the numbers: serial number, asset number.

Hour meter reading

Fuel level (choose one)

☐ Full ☐ 3/4 ☐ 1/2 ☐ 1/4 ☐ Empty ☐ Not applicable

2. Condition

Bodywork, panels and glass (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Tracks, tyres or wheels (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Hydraulics, hoses and leaks (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Controls, guards and safety devices (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Attachments and accessories (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Manual, certificates and inspection tag (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Checks OK (worked out automatically in the app)

Defects (worked out automatically in the app)

Not applicable (worked out automatically in the app)

If applicable: One or more defects recorded. Agree them with the other party and photograph them before the plant moves.

Photos of every side and any damage * (photos: attach, or note the file names)

Evidence of the last inspection handed over (inspection report or tag)? (if applicable)

☐ Yes ☐ No

Returned clean? (if applicable)

☐ Yes ☐ No

Damage or missing parts found (if applicable)

If applicable: Provision and Use of Work Equipment Regulations 1998 (PUWER), regulation 6: where safety depends on how equipment is installed, it must be inspected after installation and before first use, and after assembly at a new site, with the result recorded. Equipment that leaves the hire company must go with physical evidence of its last inspection, such as an inspection report. Lifting equipment is covered by the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) instead: regulation 9 requires thorough examination by a competent person, and regulation 9(4) says lifting equipment leaving the hire company must be accompanied by physical evidence that the last thorough examination was carried out. Ask for the report of thorough examination for lifting plant and accessories.

Walk Cam: hire equipment visual inspection

Walk Cam video walk-through: available in the SiteSurvey app only.

3. Signatures

Hirer's representative

Hirer signature

Hire company representative *

Hire company signature