

PPE Inspection and Issue Record

A record of PPE selection, issue, condition, wearer instruction, defects and replacements, with item-level photos and acknowledgement.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

This records issue and routine condition checks. It does not replace specialist harness inspection, respiratory face-fit testing or the assessment that selects suitable protection.

HSE says PPE should be cared for, stored appropriately and, where reusable, cleaned and kept in good condition. Selection must suit the risk and wearer, and workers should report loss or defects. Follow manufacturer maintenance and replacement instructions.

2. Task and wearer

Wearer or staff reference *

Task and hazards the PPE is selected for *

Risk assessment and selection reference *

Fit, compatibility and wearer needs checked

Record the combination worn together and any difficulty with fit or use. Refer unresolved compatibility questions to the assessment owner.

3. PPE items

PPE item (copy this block for each one)

Type, make and item reference *

Size or fit

Date issued

Manufacturer expiry or replacement date, if specified

Condition * (choose one)

☐ Acceptable ☐ Replace ☐ Specialist review needed

Defect, reason and action

Supporting photos (photos: attach, or note the file names)

Cleaning and storage instructions explained

4. Instruction and replacement

Use, limitations and defect reporting explained *

Replacement or specialist inspection reference

Issued or checked by

Wearer acknowledgement

5. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.