

Tool Issue and Return Register

A tool custody register recording tool identifiers, issue condition, recipient acknowledgement, planned returns, actual returns and missing-item follow-up.

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 tool custody. It is not an asset valuation, automatic stock system, inspection certificate or authority to make payroll deductions.

HSE requires suitable maintenance and, where necessary, inspection of work equipment. Recording who holds a tool does not replace those checks; link its inspection and defect information to the custody record.

2. Issue context

Store or issuing location *

Person issuing tools *

Recipient and team *

Job or work location

3. Tool movements

Tool (copy this block for each one)

Tool ID, description and serial number *

Scan the tool label

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

Accessories and quantity issued

Issue condition and inspection reference *

Issue date *

Expected return date

Custody status * (choose one)

☐ Issued ☐ Returned ☐ Missing ☐ Transferred

Return or transfer date, condition and receiving person * (if applicable)

Missing item details and person notified * (if applicable)

4. Acknowledgement

Recipient acknowledgement

Defects or quarantined tools and linked job references

Identify the tool and reported condition on return. Keep the custody record separate from a decision that the tool is safe to reissue.

Tool condition evidence (photos: attach, or note the file names)

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.