

TOOL & EQUIPMENT ISSUE / RETURN RECORD

For power tools, equipment and other company assets of value. Complete on issue; update on transfer, audit or return.

1: ISSUE DETAILS

Issued to: (Name)	Team / Site	Issue Date	Record / Kit Ref

2: EQUIPMENT ISSUED

Qty	Tool / Equipment (make & model)	Asset / Serial no.	Accessories / Condition

3: CONDITIONS OF ISSUE

- For authorised company use only; equipment remains the property of WPA or its lawful owner.
- The Signed Operative / Responsible Person must keep it secure, use it safely and carry out required pre-use checks.
- Do not lend or transfer equipment without approval and an updated record.
- Report loss, theft, damage or defects promptly; do not use defective equipment.
- Present equipment for audits and return all items and accessories when requested or leaving WPA.
- Breaches may be managed under company procedures; any cost recovery is subject to applicable law and agreements.

4: ISSUE CONFIRMATION

I confirm receipt of the items listed above and understand the conditions of issue.

Operative Name / Signature	Issued by (name / signature)	Date

5: STOCK CHECK / AUDIT LOG

Date	Checked by	Present / condition / discrepancies	Action / initials

6: TRANSFER OR RETURN

Date	Action (transfer / return)	To / received by	Condition / missing items

Outgoing / returning signature: _____ Receiving / manager signature: _____

Administration: Update the central tool / asset register whenever equipment is issued, transferred, audited or returned.