

Identity Ref:	Type/Description:
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- If operable - enter signed initials of operator and date in box (ie 1.1.08)
- If operable but requires repair - initial, date and R in box (ie 1.1.08 **R**) and complete a HDRF
- If unsafe to operate – initial, date and **SD** in box (ie 1.1.08 **SD**), immediately remove from service, notify supervision and complete a HDRF

Signed initials = Operable R = Repair reqd* SD = Safety item defect* (remove from service) N/A = Not applicable

ITEM	INITIALS & REPAIR CODE/DEFECT CODE & DATE					
1	Cables/Plugs					
2	Cracks in casing					
3	Connections					
4	Signs of overheating					
5	Joints					
6	Contamination – wet/dusty					
7	Malfunction during operation					
8	General condition (ie worn/dirty/corroded/blunt)					
9	Control/Switches					
10	Safety devices (incl stop devices/guarding where fitted)					
11	Extraction system operational					
12	Noise/Vibration adequately controlled					
13	Lubricated (where applicable)					
14	Stable/Balanced					
15	Correctly labelled					
16	Storage					
17	Attachments					
18	PAT tested					
	Other					

* Complete a Hazard Defect Report Form (HDRF)

Action Taken on Defects Found

Item No	Action Details (or attach completed copy of HDRF)	Name/Signature