Monthly Equipment Inspection Log

Form EQ-7 · Rev. 3
Sample document

Site: Harbour Road Workshop

Month: April

Inspector: R. Okafor

Date completed: 28 April

Inspection results

Item	Location	Condition	Action needed	Due
Fire extinguisher (CO2)	Bay 1, east wall	Good	None	–
Fire extinguisher (foam)	Bay 2, by door	Fair	Replace safety pin	5 May
First aid kit	Office	Good	Restock plasters	2 May
Bench grinder guard	Bay 1	Poor	Replace guard before use	Immediately
Emergency lighting	Corridor	Good	None	–
Ladder (3 m)	Store room	Fair	Tighten rung 4	9 May

Notes

The bench grinder was taken out of use on 28 April and tagged. The replacement guard has been ordered from the usual supplier. All other items can stay in use while the listed actions are completed.

Next inspection is due in the last week of May. Please report any damage found before then to the workshop supervisor.

Sample document created to demonstrate OrigaDoc. The site, people and findings are fictional.