Damaged electrical equipment: checks for venue staff

Complete with the actual workplace arrangements. Read the accompanying guide, agree the local procedure and identify who will check the record.

Venue / role / date	
Equipment identity	
location	
visible defect	
stopped-use action	
person informed	
repair reference	
release authority	

Follow-up

Action	Owner	Due / trigger	Completed

Keep completed records with the appropriate access restrictions. Save your entries before closing.

Read the accompanying guide online