



PPE ISSUE RECORD

Please note, this is an example. Your procedures and documents should be relevant and appropriate to your organisation.

COMPANY NAME

Personal Protective Equipment Issue Record

Employee Name:	
Department	

The personal protective equipment (PPE) listed below is issued to you in accordance with the Management of Health and Safety at Work Regulations 1999 and the Personal Protective Equipment at Work Regulations 1992.

It is your responsibility to:

1. Wear and use each item of PPE in accordance with the manufacturer's instructions and any training given.
2. To clean and store the PPE correctly.
3. To report any defects when discovered and to obtain replacements.
4. To sign the individual Personal Protective Equipment Issue Record Form.

Hard Hat ☐ Ear Plugs ☐ Safety Wellington (SteelToecap/Innersole) ☐
 Jetting Helmet ☐ Ear Defenders ☐ Safety Boots (Steel Toecap/Innersole) ☐
 Safety Goggles ☐ Jetting Gloves ☐ Gloves ☐
 Hi-Vis Jacket Yellow ☐ Orange ☐ Waterproof Top (N66 Smock) ☐
 Hi-Vis Waistcoat Yellow ☐ Orange ☐ Waterproof Bottom (N66 Bib & Brace) ☐
 Hi-Vis Trousers Yellow ☐ Orange ☐ Overalls ☐
 Specialist Water Jet PPE ☐

I confirm that the above items of PPE, that I have initialled, have been issued to me free of charge for my sole use and I fully understand the correct use/usage of the item(s) and that any training required has been conducted in the proper wearing/fitting.

Signed

Print Name

* Items that require replacing should be reported to the Head Office and the item will be replaced. Should the item need to be sent rather than collected your personal PPE Issue Continuation Record Sheet will be sent with the item(s) and you should sign and return the form in the envelope provided.*

Personal Protective Equipment Issue Record

Employee Name:	
Department	

Type of PPE	Size	Date Issued	Employee Signature