Tool and Machinery Return Log Form

Project/Department

Date of Return

Returned By

Received By

Returned Tools & Machinery

No.	Tool/Machine Name	ID/Serial No.	Condition Upon Return	Quantity	Notes
1			Select ▼		
2			Select ▼		
3			Select ▼		

Remarks

Important Notes

- Ensure all listed items are accurately checked and logged upon return.
- Any damages or malfunctions should be clearly described in the remarks section.
- Both personnel (returner and receiver) should verify and sign the form if printed.
- This log helps track responsible use and ensures maintenance of tools and machinery.
- Store completed forms safely for future audits or reference.