

Equipment Inspection Report

GENERAL INFORMATION

Report No.		Date	
Inspector Name		Department	
Equipment Name		Equipment ID / Serial No.	
Location			

INSPECTION CHECKLIST

Inspection Item	Pass	Fail	Remarks
Physical Condition	âœ	âœ	
Controls/Displays Functional	âœ	âœ	
Power Supply/Connections	âœ	âœ	
Safety Guards/Enclosures	âœ	âœ	
Warning Labels/Signage	âœ	âœ	
Calibration (if applicable)	âœ	âœ	
Other (Specify)	âœ	âœ	

OBSERVATIONS & RECOMMENDATIONS

Inspector Signature & Date

Supervisor Signature & Date

IMPORTANT NOTES

- All equipment inspections must be conducted by authorized personnel only.
- Any failed inspection item requires immediate corrective action or removal from service.
- Document all observations and recommendations clearly and accurately.
- Maintain this report as part of equipment maintenance records.
- Report any hazards or safety concerns to supervisors immediately.

