Ashford Business Services Ltd

PPE issue register

Track who received what protective equipment and when it is due for replacement.

Issue log

Date	Employee	PPE item	Size / type	Condition on issue	Replacement due
9 November 2026	Sarah Mitchell	Safety boots	Size	New	9 November 2026
9 November 2026	Sarah Mitchell	Hi-vis vest	Size	New	9 November 2026

Employee acknowledgement

I confirm I received the items above, have been shown how to use and store them, and will report damage or loss immediately.

Employee name	Signature	Date
Sarah Mitchell		9 November 2026

Sign-off

Issued by	Manager	Date