Tool and Equipment Inventory

Get every tool you own onto one register with its serial number, so a theft, a fire or a claim starts from a list instead of from memory.

Every tool and machine you own on one register — make, model, serial number, what it cost and where it is kept. This is the sheet you need after a break-in, and the one you will be asked for when you claim.

SERIAL NUMBERS, AND A COPY KEPT OFF SITE

A serial number is the only thing that makes a stolen tool identifiably yours. Photograph each rating plate as you work round the shop, and keep a filled-in copy of this sheet somewhere other than the building it describes.

Owner / business _____ Premises _____ Date compiled _____

Compiled by _____ Sheet no. _____ Copy kept where _____

INVENTORY

one line per item — number them and mark the numbers on the tools

Item	Make & model	Serial no.	Bought	Cost	Kept where	Condition
tool or machine		or asset no.	dd/mm/yy			

Free to print, copy and use — including at work. Not for resale.

Workshop Equipment Service Log

Keep a per-machine service history for fixed workshop equipment, so the consumable part numbers and the last service date live with the machine.

One machine, one sheet. Servicing, running hours, parts fitted and who did the work — for a lathe, a saw bench, a welder, a dust extractor or anything else bolted to the workshop floor.

Machine / equipment

Make & model

Serial no.

Location

Asset no.

Purchased

Supplier

SPECIFICATIONS

look these up once and never search again

Oil / lubricant & quantity

Grease points

Change interval

Belt part no.

Filter part no.

Blade / wheel size

Fuse or breaker

Supply & rating

Guards and interlocks

Handbook kept where

SERVICE AND MAINTENANCE RECORD

Date	Hours	Work carried out	Parts fitted	Cost	By

Free to print, copy and use — including at work. Not for resale.

Ladder and Access Equipment Check

Keep a numbered register of every ladder, step and tower on site and a dated grid showing when each one was last looked over.

A register of every ladder, step, tower and access platform on the premises, and a grid to record the periodic look-over of each one.

THE RULES ARE LOCAL — CHECK THEM

Duties around work at height, and the inspection of the equipment used for it, differ by country and often differ again between domestic and commercial use. Check what applies where you are. This sheet records what you examined and what you found; it sets no standard and it is not a certificate.

Premises / site _____ Register kept by _____ Year _____

ACCESS EQUIPMENT REGISTER

one line per item — fill in once, then number it

No.	Type	Make	ID mark	Height	Location	In use from
	ladder / step / tower			or length		

Free to print, copy and use — including at work. Not for resale.

PERIODIC CHECK RECORD

tick each part examined · describe anything found

Date	Item	Stiles	Rungs	Feet	Locks	Ropes	Labels	Defects and action	By

Free to print, copy and use — including at work. Not for resale.

Equipment Loan Register

Know who has what and when it was due back, and record the condition an item was in when it came home rather than discovering it at the next job.

Who has what, when it was due back, and what condition it came back in. Kept by the door of the store, it is the difference between a tool that is lent and a tool that is gone.

NUMBER THE ITEM, NOT JUST THE TYPE

Write the item's own ID or asset number, not just its name. Two identical drills are indistinguishable a month later, and 'the drill' is not a record. The column that earns its keep is the last one — condition when it came back.

Business / department _____ Register kept by _____ Sheet no. _____

LOAN REGISTER

one line per loan · rule it off when the item comes back

Date out	Item	ID no.	Borrowed by	Due back	Returned	Condition on return	Signed

Free to print, copy and use — including at work. Not for resale.

Consumables and Shop Supplies Inventory

Turn reordering from a guess into a decision, by recording the level you have chosen to hold against what is actually on the shelf.

What the workshop actually holds of the things that run out — abrasives, fixings, welding consumables, oils, gloves — against the level you have decided to keep.

PAR LEVEL FIRST, COUNT SECOND

Set a par level once and the count becomes a decision rather than a guess. The point of the reorder column is that it is filled in while you are standing at the shelf, not from memory at the supplier's counter.

Workshop or store _____ Counted by _____ Date _____

Item	Size or spec	Unit	Par	Counted	Reorder	On order	Supplier	Part number	Location

Free to print, copy and use — including at work. Not for resale.