SITE survey. APP

SITE SURVEY REPORT

IT Equipment Handover and Return

Prepared for	Ravensworth Engineering Ltd
Date	30 Sep 2026
Site	Ravensworth Engineering, Darlington
Prepared by	A. Brennan

FORM

IT Equipment Handover and Return

1. Who and what

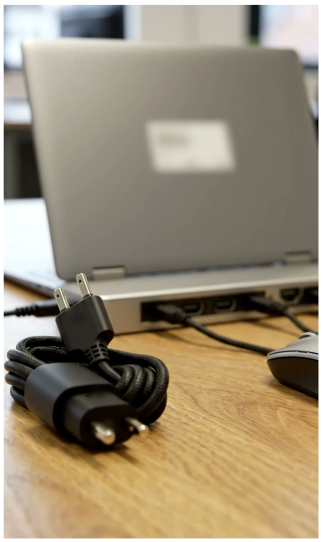
Project	Ravensworth Engineering, Darlington: leaver equipment return
Organisation	Ravensworth Engineering Ltd
What is this record for?	Return from a leaver
Date	30 Sep 2026
Name of the person	M. Carter
Job title or department	Design engineer, projects team
Line manager	S. Lowe
Handed over or received by	A. Brennan, IT support
Last working day	30 Sep 2026

2. Equipment

Items 1: Laptop

Item	Laptop
Make and model	15 inch business laptop
Serial number	EX-LT-71442
Asset tag	RE-0412
Returned?	Returned
Condition	Good

Photos



Items 2: Docking station

Item	Docking station
Make and model	USB-C docking station
Serial number	EX-DK-20915
Asset tag	RE-0413
Returned?	Returned
Condition	Good

Items 3: Charger or power supply

Item	Charger or power supply
Make and model	Laptop charger, USB-C
Returned?	Returned damaged
Condition	Damaged
Describe the damage	Cable frayed near the plug. Taken out of use and recycled.

Items 4: Phone

Item	Phone
Make and model	Company smartphone
Serial number	EX-PH-55127
Asset tag	RE-0398

Returned?	Returned
Condition	Fair: marks or wear

Items 5: Security key or token

Item	Security key or token
Make and model	Hardware security key
Asset tag	RE-0420
Returned?	Not returned
Items recorded	5
Items not returned	1

4. Return checks

Have the accounts been disabled?	Yes
Date and time accounts were disabled	30 September 2026, 17:30

> Cyber Essentials requires user accounts to be removed or disabled when they are no longer needed, for example when someone leaves the organisation.

Has work data been handed over or moved?	Yes
Has the device been wiped?	To be wiped
To be wiped by	7 Oct 2026
Has the person removed personal accounts and files, and signed out of device tracking?	Yes
Anything still outstanding	Security key not returned. M. Carter to post it back by 7 October 2026; it has already been removed from the account. Laptop and phone to be wiped and reimaged by A. Brennan by 7 October 2026.

5. Signatures

> I have returned the equipment listed. The condition and anything not returned are recorded above.

Name	M. Carter

Signature of the person



Issued or received by	A. Brennan, IT support

Signature for the organisation

