SITE survey. APP

SITE SURVEY REPORT

PPE Inspection and Issue Record

Prepared for	Airedale Highways Services Ltd
Date	1 Oct 2026
Site	Calder Road depot, Wakefield
Prepared by	S. Hirst

FORM

PPE Inspection and Issue Record

1. Record details and scope

Project	Calder Road depot, Wakefield: PPE issue and inspection (completed example)
Site or premises address	Calder Road Depot, Calder Road, Wakefield
Client or organisation	Airedale Highways Services Ltd
Record date	1 Oct 2026
Person completing the record	S. Hirst

This records issue and routine condition checks. It does not replace specialist harness inspection, respiratory face-fit testing or the assessment that selects suitable protection.

2. Task and wearer

Wearer or staff reference	M. Barker, road operative, staff ref AHS-0457
Task and hazards the PPE is selected for	Kerb cutting and road reinstatement next to live traffic. Hazards: flying fragments, noise, dust, moving vehicles, hot asphalt.
Risk assessment and selection reference	RA-AHS-112 rev 4, PPE selection sheet PPE-SEL-112
Fit, compatibility and wearer needs checked	Hi-vis jacket sized over winter layers. Safety glasses worn with the dust mask without fogging. Ear defenders fit with the helmet attachment.

3. PPE items

PPE item 1: Safety helmet with ear defender attachment, store ref HLM-221

Type, make and item reference	Safety helmet with ear defender attachment, store ref HLM-221
Size or fit	Adjustable, set for wearer
Date issued	10 Mar 2026
Manufacturer expiry or replacement date, if specified	Helmet replace by 2029-02 per date stamp
Days to expiry	NaN
Condition	Acceptable
Defect, reason and action	Shell clean, no cracks. Harness checked.

Cleaning and storage instructions explained	Store away from sunlight, wipe clean, no stickers or paint.

PPE item 2: Class 3 hi-vis jacket, store ref HV-588

Type, make and item reference	Class 3 hi-vis jacket, store ref HV-588
Size or fit	XL
Date issued	2 Apr 2026
Condition	Replace
Defect, reason and action	Retroreflective tape peeling on the back panel, about 150 mm loose. Replaced from stores on the day.

Supporting photos



Cleaning and storage instructions explained	Wash as label, do not tumble dry.

PPE item 3: Safety boots with midsole, store ref BT-310

Type, make and item reference	Safety boots with midsole, store ref BT-310
Size or fit	10
Date issued	15 Jan 2026
Condition	Acceptable
Defect, reason and action	Toe cap covering scuffed only, soles sound.

PPE item 4: FFP3 disposable masks, box of 20, store ref RPE-090

Type, make and item reference	FFP3 disposable masks, box of 20, store ref RPE-090

Size or fit	Medium, fit tested
Date issued	1 Oct 2026
Manufacturer expiry or replacement date, if specified	Box use by 2028-05
Days to expiry	578
Condition	Acceptable
Defect, reason and action	Fit test record FT-0457 checked.
Cleaning and storage instructions explained	Single use. Keep in the sealed bag in the van.
Items recorded	4
Acceptable	3
Replace	1
Specialist review needed	0

Some items must be replaced or reviewed. Withdraw them from use until they are.

4. Instruction and replacement

Use, limitations and defect reporting explained	Shown how to check the helmet and harness before use, how to wear the mask with a good seal, and to report damaged PPE to the supervisor straight away.
Replacement or specialist inspection reference	Stores issue STR-26-1187 (hi-vis jacket)
Issued or checked by	S. Hirst, depot supervisor
Wearer acknowledgement	

5. Actions and review

Are further actions required?	Yes

Further action 1: Check the rest of the hi-vis batch HV-5xx for tape peeling. Stores issue STR-26-1187.

Action and evidence reference	Check the rest of the hi-vis batch HV-5xx for tape peeling. Stores issue STR-26-1187.

Person responsible	S. Hirst
Target date	10 Oct 2026
Action status	Open

Further action 2: Replace hi-vis jacket HV-588 with a new Class 3 jacket.

Action and evidence reference	Replace hi-vis jacket HV-588 with a new Class 3 jacket.
Person responsible	S. Hirst
Target date	1 Oct 2026
Action status	Completed
Completion evidence	New jacket HV-641 issued and signed for on the day.
Outstanding limitations and information to pass on	Mask fit test due for renewal under the depot programme. Check date on FT-0457 at next issue.
Record status	Ready for review
Reviewed by	L. Brearley, SHE adviser
Date reviewed	2 Oct 2026
Author signature	

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.