SITE survey. APP

SITE SURVEY REPORT

Tool Issue and Return Register

Prepared for	Abbeyfield Construction Ltd
Date	5 Oct 2026
Site	Priory Wharf, Colchester
Prepared by	K. Murray

FORM

Tool Issue and Return Register

1. Record details and scope

Project	Priory Wharf, Colchester: site tool store register
Client or organisation	Abbeyfield Construction Ltd
Site or premises address	Priory Wharf residential site, Colchester CO2
Record date	5 Oct 2026
Person completing the record	K. Murray

> This records tool custody. It is not an asset valuation, automatic stock system, inspection certificate or authority to make payroll deductions.

2. Issue context

Store or issuing location	Site tool store, cabin 2
Person issuing tools	K. Murray, storeman
Recipient and team	L. Baptiste, Brightline Electrical, first fix team
Job or work location	Block B, second floor first fix

3. Tool movements

Tool 1: PT-031 110 V SDS drill, serial SD-40217

Tool ID, description and serial number	PT-031 110 V SDS drill, serial SD-40217
Accessories and quantity issued	Case, 3 drill bits
Issue condition and inspection reference	Good, PAT label in date, inspection TI-0915
Issue date	28 Sep 2026
Expected return date	3 Oct 2026
Custody status	Returned
Return or transfer date, condition and receiving person	Returned 2026-10-02. Chuck stiff, tagged for checking. Received by K. Murray.

Tool 2: PT-044 110 V transformer, serial TR-2218

Tool ID, description and serial number	PT-044 110 V transformer, serial TR-2218
Accessories and quantity issued	1 x 14 m extension lead
Issue condition and inspection reference	Good, inspection TI-0915
Issue date	28 Sep 2026
Expected return date	9 Oct 2026
Custody status	Issued

Tool 3: HT-112 cable cutters

Tool ID, description and serial number	HT-112 cable cutters
Issue condition and inspection reference	Good, visual check at issue
Issue date	28 Sep 2026
Expected return date	2 Oct 2026
Custody status	Missing
Missing item details and person notified	Not returned at the end of shift on 2 October. Electrical supervisor S. Holt told on 3 October, search of Block B arranged.

Tool 4: PT-052 cordless impact driver, serial ID-77310

Tool ID, description and serial number	PT-052 cordless impact driver, serial ID-77310
Accessories and quantity issued	2 batteries, charger
Issue condition and inspection reference	Good, inspection TI-0915
Issue date	29 Sep 2026
Expected return date	3 Oct 2026
Custody status	Transferred
Return or transfer date, condition and receiving person	Transferred 2026-10-01 to M. Grant, dry lining team, good condition. Logged on register page 14.
Issued	1
Returned	1
Missing	1
Overdue for return	1

4. Acknowledgement

Recipient acknowledgement

L. Baptiste

Defects or quarantined tools and linked job references	PT-031 SDS drill quarantined with tag Q-118 for a stiff chuck, job TS-0302.

Tool condition evidence



5. Actions and review

Are further actions required?	Yes

Further action 1: Find or report as lost cutters HT-112 and agree replacement with Brightline Electrical.

Action and evidence reference	Find or report as lost cutters HT-112 and agree replacement with Brightline Electrical.
Person responsible	S. Holt
Target date	9 Oct 2026
Action status	Open

Further action 2: Check and repair the PT-031 chuck before reissue. Job TS-0302.

Action and evidence reference	Check and repair the PT-031 chuck before reissue. Job TS-0302.
Person responsible	K. Murray

Target date	7 Oct 2026
Action status	In progress
Outstanding limitations and information to pass on	HT-112 cutters still missing. PT-044 transformer still out with the electrical team.
Record status	Ready for review
Reviewed by	S. Holt
Review date	5 Oct 2026
Author signature	

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