

Asset Inspection

Regular checks for equipment, machinery or fixed assets. Track condition, maintenance needs and any defects that need addressing.

Title: _____

Severity: _____ Site: _____

Date / Time: _____ Completed by: _____

Inspection Details

1 Date of inspection *

2 Time of inspection

3 Location

4 Inspector name *

5 Job title or role

6 Inspection type

Routine inspection

Pre-use check

Post-use check

Periodic inspection

Statutory examination

Condition survey

Fault investigation

Asset Information

7 Asset name *

8 Asset reference or ID number

9 Asset category

- | | | | |
|---|----------------------------------|--|-----------------------------------|
| <input type="radio"/> HVAC | <input type="radio"/> Electrical | <input type="radio"/> Plumbing | <input type="radio"/> Fire safety |
| <input type="radio"/> Lifting equipment | <input type="radio"/> Machinery | <input type="radio"/> Building fabric | <input type="radio"/> Vehicles |
| <input type="radio"/> IT equipment | <input type="radio"/> Furniture | <input type="radio"/> Security systems | <input type="radio"/> Other |

10 Make and model

11 Serial number

12 Asset location

13 Date of installation or purchase

14 Age of asset

15 Warranty status

- | | | |
|-----------------------------------|---------------------------------------|-------------------------------|
| <input type="radio"/> In warranty | <input type="radio"/> Out of warranty | <input type="radio"/> Unknown |
|-----------------------------------|---------------------------------------|-------------------------------|

16 Warranty expiry date

17 Last inspection date

18 Last service date

Visual Inspection

19 General appearance

Good

Acceptable

Poor

Unacceptable

20 Asset clean and free from debris

Yes

No

N/A

21 No visible damage or defects

Yes

No

N/A

22 Paintwork or finish in good condition

Yes

No

N/A

23 Labels and markings legible

Yes

No

N/A

24 Safety labels in place

Yes

No

N/A

25 Asset serial number visible

Yes

No

N/A

26 Comments on visual inspection

Structural Condition

27 Frame or casing intact

Yes

No

N/A

28 No cracks or fractures

Yes

No

N/A

29 No corrosion or rust

Yes

No

N/A

30 No signs of wear

Yes

No

N/A

31 Fixings and fastenings secure

Yes

No

N/A

32 Mounting or installation secure

Yes

No

N/A

33 Comments on structural condition

Functional Inspection

34 Asset operational

Yes

No

N/A

35 Powered on and functioning

Yes

No

N/A

36 Controls working correctly

Yes

No

N/A

37 Indicators and displays working

Yes

No

N/A

38 No unusual noises

Yes

No

N/A

39 No unusual vibrations

Yes

No

N/A

40 No unusual smells

Yes

No

N/A

41 No overheating

Yes

No

N/A

42 Performance within normal range

Yes

No

N/A

43 Comments on functional inspection

Safety Features

44 Guards and covers in place

Yes

No

N/A

45 Safety devices operational

Yes

No

N/A

46 Emergency stop working

Yes

No

N/A

47 Interlocks functioning

Yes

No

N/A

48 Warning systems working

Yes

No

N/A

49 Ventilation adequate

Yes

No

N/A

50 Earthing or grounding intact

Yes

No

N/A

51 No exposed wiring or cables

Yes

No

N/A

52 Comments on safety features

Electrical Checks

53 Power supply correct

Yes

No

N/A

54 Cables and leads in good condition

Yes

No

N/A

55 Plugs and connectors intact

Yes

No

N/A

56 No signs of electrical damage

Yes

No

N/A

57 PAT test in date

Yes

No

N/A

58 PAT test due date

59 Comments on electrical checks

Consumables and Fluids

60 Fluid levels checked

Yes

No

N/A

61 Fluid levels adequate

Yes

No

N/A

62 No leaks

Yes

No

N/A

63 Filters checked

Yes

No

N/A

64 Filters clean or replaced

Yes

No

N/A

65 Consumables adequate

Yes

No

N/A

66 Comments on consumables

Documentation

67 User manual available

Yes

No

N/A

68 Maintenance log up to date

Yes

No

N/A

69 Previous inspection records available

Yes

No

N/A

70 Certification in date

Yes

No

N/A

71 Certificate expiry date

72 Service records available

Yes

No

N/A

73 Comments on documentation

Defects Identified

74 Defects found

Yes

No

N/A

75 Defect 1 description

76 Defect 1 severity

Minor

Moderate

Major

Critical

77 Defect 2 description

78 Defect 2 severity

Minor

Moderate

Major

Critical

79 Defect 3 description

80 Defect 3 severity

Minor

Moderate

Major

Critical

81 Additional defects

82 Photos of defects

Attach file here

Overall Assessment

83 Overall asset condition *

Good

Fair

Poor

Unserviceable

84 Asset safe to use *

Yes

No

N/A

85 Asset fit for purpose

Yes

No

N/A

86 Estimated remaining lifespan

Less than 1 year

1 to 3 years

3 to 5 years

More than 5 years

Unknown

Actions Required

87 Maintenance required

Yes

No

N/A

88 Maintenance priority

Low

Medium

High

Urgent

89 Maintenance description

90 Repair required

Yes

No

N/A

91 Repair description

92 Replacement required

Yes

No

N/A

93 Replacement reason

94 Estimated repair or replacement cost

95 Person responsible for actions

96 Target completion date

97 Asset taken out of service

Yes

No

N/A

98 Date taken out of service

99 Lockout or tag applied

Yes

No

N/A

Next Inspection

100 Next inspection due date

101 Inspection frequency

Daily

Weekly

Monthly

Quarterly

Six monthly

Annually

Supporting Documents

102 Photos of asset

Attach file here

103 Previous inspection reports

Attach file here

104 Certificates

Attach file here

105 Other documents

Attach file here

Sign-off

106 Inspector name *

107 Inspector signature *

Signature

108 Date *

109 Reviewed by

110 Reviewer signature

Signature

111 Review date

112 Additional comments
