

17.15 PPE ISSUANCE RECORD

NATIONAL CONCRETE & CONSTRUCTION

PERSONAL PROTECTIVE EQUIPMENT ISSUANCE RECORD

Employee name: _____

Employee identification number: _____

Job title: _____

Supervisor: _____

Date	PPE Item	Brand or Model	Size	Quantity	New or Replacement	Employee Initials
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PPE Training Verification

The employee has been instructed concerning:

- ☐ When PPE is necessary.
- ☐ What PPE is necessary.
- ☐ How to properly put on, remove, adjust, and wear PPE.
- ☐ PPE limitations.
- ☐ Proper care, maintenance, useful life, inspection, and disposal.
- ☐ The requirement to report damaged, defective, contaminated, lost, or unsuitable PPE.
- ☐ The prohibition against modifying PPE without authorization.

Employee Responsibilities

I acknowledge receipt of the PPE listed above. I agree to:

- 1. Inspect PPE before use.**
- 2. Use PPE as trained and required.**
- 3. Keep reusable PPE reasonably clean and serviceable.**
- 4. Immediately report defective, damaged, contaminated, or missing PPE.**
- 5. Not intentionally damage, alter, misuse, or lend assigned PPE without authorization.**
- 6. Return reusable company-owned PPE when requested or when my employment ends, subject to applicable law and NCC policy.**

Employee signature: _____

Date: _____

Issuer or trainer signature: _____

Date: _____

Replacement Record

Reason for replacement:

- ☐ **Normal wear**
- ☐ **Damage during work**
- ☐ **Contamination**
- ☐ **Lost**
- ☐ **Improper fit**
- ☐ **Defect**
- ☐ **Other:** _____

Comments: _____
