| **Tool/ Machinery/ Equipment** | **Description of Defect/ Damage** | **Reported by** | **Date Reported** | **Repaired or Destroyed** | **Date Repaired or Destroyed** |
| --- | --- | --- | --- | --- | --- |
| *Example: Ladder* | *Damaged rung* | *Joe Smith* | *Apr 2/12* | *Destroyed* | *Apr 2/12* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |