



PPE Inspection Checklist

Inspect issue, condition, and suitability of personal protective equipment — with fail actions and reissue notes.

SITE / WORKPLACE

DEPARTMENT / TEAM

INSPECTOR

DATE

Inspection type

☐ Spot check

☐ Issue / return

☐ Periodic audit

☐ Post-incident

1. Wearer & task

WORKER NAME / ID

TASK / AREA

PPE REQUIRED FOR TASK (LIST)

2. PPE condition checks

Hard hat / bump cap undamaged; within service life

☐ Pass

☐ Fail

☐ N/A

Eye / face protection clean, unscratched, correct rating

☐ Pass

☐ Fail

☐ N/A

Hearing protection available and suitable

☐ Pass

☐ Fail

☐ N/A

Respiratory protection fit / filter status OK (if required)

☐ Pass

☐ Fail

☐ N/A

Gloves suitable for task; no tears or contamination

☐ Pass

☐ Fail

☐ N/A

Safety footwear undamaged; soles and toecap intact

☐ Pass

☐ Fail

☐ N/A

Hi-vis clothing clean, reflective, correct class

☐ Pass

☐ Fail

☐ N/A

Fall-arrest harness / lanyard inspected if used

☐ Pass

☐ Fail

☐ N/A

ITEMS FAILED / REPLACED

ITEM

ISSUE

ACTION

REISSUED?

3. Outcome

Worker cleared to continue?

☐ Yes

☐ No — stop task

☐ Yes with replacements

COACHING / FOLLOW-UP NOTES

Corrective / follow-up actions

FINDING / ACTION REQUIRED	OWNER	PRIORITY	DUE DATE	STATUS

Sign-off

COMPLETED BY	DATE / TIME
SIGNATURE	
REVIEWED / APPROVED BY	