Two radios, two records

At 18:42, Radio 014 comes back with an audio fault. Radio 021 goes out as the spare.

RETURNED / SAMPLE ENTRY

Radio 014

The officer reported that the audio cut out twice. On hold for inspection. Equipment returns shelf.

The equipment supervisor will arrange an inspection and update the record by 10:00 tomorrow.

ISSUED / SAMPLE ENTRY

Radio 021

Issue the spare under its own ID in the checkout log.

The blank handover note is on the next page.

Your handover note

Use this when a faulty item comes back and a spare goes out. Keep each entry against the correct asset in your register.

Returned asset ID

Return date and time

What did the user notice?

Current status and location

Who owns the follow-up?

Next update due

Spare asset ID and checkout reference

Checked by, date and release decision

Read the worked example

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