

Store Name & No		Month		Year	
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Number any faults in the box and place details in the Comments section on the back.

[illegible]

If a fault is identified in the daily Pre-Operational check a number is placed next to the fault and the details are entered below next to the same number.

Fault #	Details of fault identified	Date Identified	Rectification Action (Hazard Form, PO raised etc)	Person Responsible	Date Fault rectified	Person Responsible sign once rectified
1						
2						
3						
4						
5						
6						
7						

Any defects/actions required must be reported to site managers immediately.