# Tool and Equipment Checkout Form

**Purpose:** This form is used to track the lending and return of tools and equipment by workers on the manufacturing floor. Proper documentation ensures accountability, avoids loss, and enhances workplace efficiency.

## Employee Information

**Name:** {employeeName}

**Employee ID:** {employeeId}

**Department:** {department}

**Supervisor:** {supervisor}

**Date:** {checkoutDate}

## Tools/Equipment Checked Out

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Name** | **Item ID** | **Condition (At Checkout)** | **Expected Return Date** |
| {#tools}{itemName} | {itemId} | {conditionOut} | {expectedReturnDate}{/tools} |

## Return Information

{^isReturned}Items not yet returned.{/isReturned}

{#isReturned}

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Name** | **Return Date** | **Condition (At Return)** | **Received By** |
| {#returnedItems}{itemName} | {returnDate} | {conditionIn} | {receivedBy}{/returnedItems} |

{/isReturned}

## Notes

{notes}

## Employee Signature

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: {signatureDate}

## Supervisor Approval

Approved by: {approverName}

Date Approved: {approvalDate}