PPE ISSUE REGISTER SOUTH AFRICA

FREE EMPLOYER TEMPLATE + REPLACEMENT & RECORD CONTROL PACK

Record what PPE was issued, to whom, when, why it was replaced, and how supporting evidence is controlled.

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IMPORTANT USE NOTE

This pack is a practical employer resource - not an official government form, legal advice, a risk assessment, a certificate, or proof of compliance. Adapt it to the actual workplace, hazards, applicable requirements, client/project rules and manufacturer information. A signature confirms receipt or acknowledgement only; it does not by itself prove competence, training, suitability or full compliance.

FREE EDITABLE EXCEL REGISTER | READ THE FULL PPE ARTICLE | VIEW WORKPLACE SAFETY TRAINING

WHAT THIS PACK GIVES YOU

1. **MASTER PPE ISSUE REGISTER**
   Track employee, PPE item, date, size/specification, quantity and issue type.
2. **REPLACEMENT / RETURN LOG**
   Record why PPE was replaced, returned, withdrawn or disposed.
3. **INDIVIDUAL EMPLOYEE RECORD**
   Keep one employee's PPE history together when that format suits the workplace.
4. **EVIDENCE & DOCUMENT CONTROL**
   Cross-reference risk assessment, PPE matrix, training/instruction and inspection records.

USE IT AS PART OF A SYSTEM

1. RISK ASSESSMENT
2. PPE MATRIX / SPECIFICATION
3. **ISSUE REGISTER**
4. INFORMATION / TRAINING
5. INSPECTION / MAINTENANCE
6. **REPLACEMENT / DISPOSAL**

EMPLOYER / DOCUMENT SETUP

EMPLOYER / COMPANY	SITE / WORKPLACE	DEPARTMENT / AREA	REGISTER VERSION / DATE

DIGITAL USE: select a field to type, then save your copy. Print pages 2-5 as reusable worksheets; Excel is best for larger registers.

MASTER PPE ISSUE REGISTER

Use this page to record PPE issued across the workforce. Complete only fields that are relevant to the item and workplace.

EMPLOYER / COMPANY	SITE / WORKPLACE	DEPARTMENT / AREA	REGISTER OWNER / VERSION

DATE	EMPLOYEE / NO.	PPE ITEM	TYPE / SPEC	SIZE	QTY	NEW / REPL.	ACK.	ISSUED BY	NOTES / REF.

WHAT ACKNOWLEDGEMENT MEANS

Acknowledgement is evidence of receipt or acknowledgement according to the form used. It does not by itself prove that PPE was suitable, correctly selected, correctly fitted, maintained, or that meaningful instruction or training occurred.

PPE REPLACEMENT / RETURN LOG

Use this log where it is useful to show why an item was replaced, returned, withdrawn from service or disposed.

DATE	EMPLOYEE / NO.	PPE ITEM	PPE / SERIAL ID	ACTION	REASON	OLD ITEM CONDITION / DISPOSITION	REPLACEMENT ISSUED	AUTHORISED BY

USEFUL ACTION LABELS

- ☐ REPLACED
- ☐ RETURNED
- ☐ WITHDRAWN
- ☐ DISPOSED
- ☐ REISSUED
- ☐ OTHER

USEFUL REPLACEMENT REASONS

- ☐ NORMAL WEAR
- ☐ DAMAGED
- ☐ CONTAMINATED
- ☐ LOST
- ☐ INCORRECT FIT
- ☐ CHANGE IN TASK

WORKED EXAMPLE: Helmet cracked -> record ACTION: REPLACED; REASON: DAMAGED; OLD ITEM: WITHDRAWN.
Then record the new PPE/item ID, authoriser and the related inspection or defect reference.

DO NOT INVENT ONE EXPIRY PERIOD FOR EVERY PPE ITEM

Service life and replacement can depend on the item, condition, damage, contamination, manufacturer information, inspection findings, exposure and applicable requirements. Record what actually happened.

INDIVIDUAL EMPLOYEE PPE RECORD

Use this format when one employee's PPE history is easier to manage on a dedicated record.

EMPLOYEE NAME	EMPLOYEE NUMBER	DEPARTMENT / AREA	JOB / POSITION

SUPERVISOR	WORK SITE	RECORD START DATE	RECORD VERSION

DATE	PPE ITEM	TYPE / SPEC	SIZE	QTY	ISSUE TYPE	PPE / SERIAL ID	ACK.	ISSUED BY	NOTES / TRAINING REF.

EMPLOYEE ACKNOWLEDGEMENT / NOTES

I acknowledge receipt of the PPE item(s) recorded above. This records receipt only and does not replace hazard assessment, PPE selection, required information/instruction/training, supervision, inspection or maintenance.

EMPLOYEE NAME	EMPLOYEE SIGNATURE / ACK.	DATE	ISSUED / VERIFIED BY

PPE RECORD CONTROL & EVIDENCE CHECK

Use this page to keep the issue register connected to the wider workplace safety evidence that may support it.

SUPPORTING RECORD	AVAILABLE - TICK ONE	REFERENCE / LOCATION	REVIEW / NOTES
Applicable risk assessment / task assessment	☐ Y ☐ N ☐ N/A		
PPE matrix / job or task requirement	☐ Y ☐ N ☐ N/A		
PPE specification / approved item list where used	☐ Y ☐ N ☐ N/A		
Employee information / instruction / training record	☐ Y ☐ N ☐ N/A		
Inspection / maintenance record where applicable	☐ Y ☐ N ☐ N/A		
Replacement / return / disposal record	☐ Y ☐ N ☐ N/A		
Defect / incident / corrective-action record where relevant	☐ Y ☐ N ☐ N/A		
Client / project PPE requirement where applicable	☐ Y ☐ N ☐ N/A		

1 REPLACEMENT PATTERN

Are the same items being replaced unusually often?

Investigate wear, storage, suitability, exposure or behaviour rather than assuming one cause.

2 TRACEABILITY GAP

Can the issue record be linked to the employee and actual item?

Improve names, dates, sizes/specifications, serial IDs or reference fields where they add value.

3 SYSTEM GAP

Does the register stand alone with no supporting evidence?

Connect it to relevant risk, PPE, instruction/training and inspection records where appropriate.

REFERENCE NOTES & REVIEW DATE

OHS Act 85 of 1993 - Section 8: assess hazards and reduce risks before PPE.

General Safety Regulations, Reg. 2: evaluate risk and apply suitable controls.

A signed register alone does not establish compliance or employee competence.

OFFICIAL OHS ACT GSR 2025 AMENDMENT REVIEWED 05 NOV 2026

NEED WORKPLACE SAFETY TRAINING?

Practical Basic Health & Safety - Cape Town

REQUEST TEAM TRAINING | WHATSAPP TRAINING TEAM

COURSE DETAILS | TRAINING FEES | REQUEST CALLBACK

Cape Town | info@swiftskillsacademy.co.za