



Here you will keep track of any PPE, Clothing or Shoes issued to staff. Items will first need to be created in [Administration/PPE-Clothing/Items](#).

Navigate to Register/Injury & Health Management/PPE & Clothing Issued and click **+ADD NEW**.

Or click to edit an existing line.

You can use [Filter, Group and Search](#) to narrow down the selection.

Navigation: Home / Registers / Injury & Health Management / PPE & Clothing Issued

Buttons: EXCEL, PDF, FILTER, GROUP, Archived, Search: fred, ADD NEW

PP...	Item	Person Receiving	QTY	Date Last Revised	Expiry Date	Signed Off
PPE	Dust Mask	Fred Flintstone	2	24/01/2022 02:30	23/09/2022	<input checked="" type="checkbox"/>
Gloves	Gloves	Fred Flintstone	3	19/03/2023 14:45	31/03/2024	<input checked="" type="checkbox"/>
PPE	Half Face Respirator	Fred Flintstone	2	03/04/2021 02:30		<input checked="" type="checkbox"/>
Clothing	Polo Shirt Short Sleeved	Fred Flintstone	1	01/07/2021 02:30		<input checked="" type="checkbox"/>
Shoes	Safety Boots	Fred Flintstone	1	19/03/2023 14:39		<input checked="" type="checkbox"/>

1. Select the Person Receiving the item.
2. Select the PPE Type.
3. Select the PPE Item.
4. QTY will be calculated from Issue History.
5. Select **+ADD NEW** to issue or return items, as per sections A & B.
6. Click **SAVE** when done.
7. Signed off will populate from mobile app.

Navigation: Home / Registers / Injury & Health Management / PPE-Clothing Issued

Buttons: SAVE, DELETE, BACK

Person Receiving: **1** Kermit Frog

PPE Type: **2** PPE

PPE Item: **3** Face Shield

QTY: **4** 1

Issue History

QTY	Type	Issue Date	Expire Date	Size	Signed Off	ReturnDate	Reason	Note
1	Issue	29/11/2021			<input checked="" type="checkbox"/>			
1	Issue	1/10/2021		7	<input checked="" type="checkbox"/>			
-1	Return				<input checked="" type="checkbox"/>	30/11/2021	Damaged	return broken

Buttons: ADD NEW

A. Issue Items

Add New Item

1 Issue Item Return/Remove Item

Issue Date: **2** 7/12/2021

Expire Date: **3** 28/02/2022

QTY: **4** 1

Size: **5** M

8 Signed Off

Note: **6** New Stock

7 SAVE CANCEL

1. Select Issue Item – this will be selected as default.
2. Select an Issue date.
3. If required select an expiry date.
4. Select the QTY – default is set to 1.
5. If the item has sizes, selected from the list.
6. Type any required notes.
7. Click **SAVE**.
8. Signed Off is populated from the mobile app.

B. Return Items

1. Select Return/Remove Item
2. Select the Return Date.
3. Select the QTY.
4. Select a Reason.
5. Type in any required notes.
6. Click **SAVE**.
7. This will prompt you with a question to Re-Issue Item. Click **YES**, if you are issuing a new item & complete section A as per above.

Add New Item

Issue Item **1** Return/Remove Item

ReturnDate **2** 7/12/2021 QTY **3** 1 Reason **4** Expired

Note **5** replaced with new stock

6 **SAVE** **CANCEL**

Re-Issue Item

Do you wish to re-issue this item?

7 **YES** **NO**

Task will need to be signed off in the Mobile App in [Registers/PPE & Clothing Issued](#).

NOTES:

- Items are created in [Administration/PPE-Clothing/Items](#).
- You will need [Sizes](#) & [Types](#) to create items.
- Where the QTY becomes zero you will need to tick Archived to view the entry and it's history. This will also show items for staff who are no longer active.

Home / Registers / Injury & Health Management / PPE & Clothing Issued

ADD NEW

EXCEL	PDF	FILTER	GROUP	Archived	Search...	
PPE T...	Item	Person Receiving	Q...	Date Last Revised	Expiry Date	Signed...
PPE	Ear Muffs	Super Women	0	09/12/2021 11:21		✓
PPE	Fall Arrest Harness	Super Women	0	24/02/2020 13:26	21/03/2020	✓
Gloves	Ironclad MACH 5 Impact Fingerless	Super Women	0	09/12/2021 15:30	09/12/2021	✓
Gloves	Ironclad MACH 5 Impact Fingerless	Mary Poppins	2	22/12/2021 00:06		✓

