



Appliance register

One row per item. Write the ID on a label on the item, so the two always match.

Item ID	Description	Location	Class (I / II)	Date added	Last user check	Visual inspection date / result	Test date / result	Next due	Notes

Class I = earthed (no double-square symbol). Class II = double insulated, marked with a square inside a square. Result: Pass, Fail, or Visual only if the item could not be tested.

There is no legal requirement to keep records, but a dated, itemised record is the easiest way to show equipment has been maintained (HSE).

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