

EQUIPMENT HANDOVER & RETURN CONDITION CHECKLIST

For tool, equipment and light-plant hire

Important: This free checklist is provided as a practical record-keeping template for equipment handover and return. It is not legal, safety, inspection or maintenance advice and does not replace manufacturer instructions, risk assessments, required inspections, maintenance records or your own business procedures. Adapt it to your equipment and processes and obtain appropriate professional advice where needed.

Complete the fields that apply to your equipment and process; leave others blank or mark N/A. Use one checklist per main equipment item where practical. Duplicate it for hires with multiple main assets.

HANDOVER / OUTBOUND

A. CHECKLIST / HIRE DETAILS

Checklist reference

Hire / booking reference

Date

Contact name

Customer / business name

Site / delivery address

Hire start date/time

Expected return date/time

B. EQUIPMENT IDENTIFICATION

Equipment description

Other identifying information

Make

Model

Asset number

Serial number

Registration number, where applicable

Quantity handed out

C. ACCESSORIES / ATTACHMENTS

List only the accessories or attachments supplied. Compare quantities and condition here when they return.

Accessory / attachment	Quantity out	Condition out	Quantity returned	Condition returned

HANDOVER / OUTBOUND

D. Condition at handover

Overall visible condition

☐ Good ☐ Fair ☐ Damage / wear noted ☐ Not applicable / not assessed

Cleanliness

☐ Clean ☐ Acceptable ☐ Attention noted ☐ Not applicable

Existing marks, wear or damage:

Additional handover condition notes

Relevant visible components

Where applicable, add visible condition notes. These are optional observations, not a formal inspection.

Tyres / wheels / tracks

Cables / leads / hoses

Guards / covers

Handles / controls

Bodywork / casing

Other visible components

E. FUEL / BATTERY / CHARGE / METER AT HANDOVER

Where relevant. Mark N/A for readings that do not apply.

Fuel level at handover

Battery / charge level at handover

Hour meter reading at handover

Mileage / odometer at handover

Other meter / reading

Other reading notes

HANDOVER / OUTBOUND**F. HANDOVER PHOTOS / REFERENCES**

Record several references where needed. Keep the photos with your own hire records; this template does not upload or store photos.

Handover photos taken: ☐ Yes ☐ No **Number of photos:** _____

Photo reference / filename / record reference

Taken by

Date / time

Additional photo notes

G. HANDOVER CHECK

Operational record only. Ticking these boxes does not establish safety or regulatory compliance.

- ☐ Equipment identity checked against hire record
- ☐ Accessories / attachments recorded
- ☐ Existing visible damage recorded
- ☐ Fuel / battery / meter readings recorded where relevant
- ☐ Photo references recorded where used
- ☐ Relevant operating / handover information supplied where applicable

H. HANDOVER ACKNOWLEDGEMENT / SIGN-OFF

The equipment and accessories listed above have been handed over in the condition recorded on this checklist.

Use acknowledgement/signatures where appropriate for your business process.

Hire company representative

Hirer / customer

Name

Name

Signature

Signature

Date / time

Date / time

RETURN / CHECK-IN**I. RETURN DETAILS****Return type**☐ Full return ☐ Partial return**Actual return date/time****Returned by****Received by****Return location, if relevant****Quantity returned****Quantity outstanding****J. EQUIPMENT / ACCESSORIES RETURNED**

Use the quantities and condition columns in section C to compare what went out and what came back.

Main equipment returned☐ Yes ☐ No ☐ Partial**Missing items identified**☐ Yes ☐ No☐ Accessories / attachments checked against outbound record**Missing equipment, accessories or attachments:****K. CONDITION AT RETURN****Overall visible condition**☐ Good ☐ Fair ☐ New damage / wear noted ☐ Further assessment required ☐ Not applicable / not assessed**Cleanliness at return**☐ Clean ☐ Acceptable ☐ Cleaning required ☐ Not applicable**New damage**☐ No new damage noted ☐ New damage noted ☐ Requires further assessment**New damage / condition changes:****Reported faults or issues:****Other return condition notes:**

RETURN / CHECK-IN**L. FUEL / BATTERY / CHARGE / METER AT RETURN**

Where relevant. Mark N/A for readings that do not apply.

Fuel level at return**Battery / charge level at return****Hour meter reading at return****Mileage / odometer at return****Other meter / reading****Difference / notes****M. RETURN PHOTOS / REFERENCES**

Record several references where needed. Keep the photos with your own hire records; this template does not upload or store photos.

Return photos taken: ☐ Yes ☐ No **Number of photos:** _____

Photo reference / filename / record reference**Taken by****Date / time****Additional photo notes**

RETURN / CHECK-IN

N. RETURN FOLLOW-UP / NOTES

A tick records a matter to review; it does not by itself establish that a charge is owed.

Follow-up to review:

- ☐ None ☐ Missing item ☐ Damage ☐ Cleaning ☐ Fuel / charge ☐ Repair / further assessment
☐ Customer contact ☐ Additional charge to review ☐ Other

Follow-up notes

Additional return notes

O. RETURN ACKNOWLEDGEMENT / SIGN-OFF

The equipment and accessories returned have been recorded in the condition shown above.

Customer acknowledgement is optional. Use it where appropriate for your business process.

Hire company representative

Customer / returning party acknowledgement, where appropriate

Name

Name

Signature

Signature

Date / time

Date / time