PPE Inspection Checklist: Issue and Condition Check Form

Frequency	Completed by	Approved by	The checklist
Periodic	Supervisor or safety officer, with the worker	Worker receiving the PPE	41 checks · 6 sections

INSPECTION DETAILS

Site / department: ..... Worker's name: .....

Job / task: ..... Risk assessment / PPE hazard assessment reference:

Reason for the check: ..... Date and time: .....

Selection and issue

1.	PPE issued or checked (type, make and model, size, quantity)	Note: _____
2.	The PPE is what the risk assessment specifies for this job and its hazards CRITICAL Check the type and the protection class, not just that some PPE is worn. Reassess when the job or the person changes. Ref.: [1] [4] [9] [2]	◯ Pass ◯ Fail ◯ N/A
3.	Every item carries the required conformity marking and its instructions for use are available in the workers' language Türkiye and EU: CE marking. Great Britain: UKCA or CE marking. United States: for example, the label inside a hard hat shell lists the manufacturer, the ANSI designation and the class. Ref.: [1] [2] [10] [8]	◯ Pass ◯ Fail ◯ N/A
4.	Each item is the right size and fits the wearer once adjusted Ref.: [1] [4] [8]	◯ Pass ◯ Fail ◯ N/A
5.	Items worn at the same time work together without reducing each other's protection HSE's examples: safety glasses can disturb the seal of a respirator, and hard hats and ear defenders must be chosen so that both still work when worn together. Ref.: [1] [9] [10] [8]	◯ Pass ◯ Fail ◯ N/A
6.	The PPE was provided by the employer at no cost to the worker Ref.: [1] [4] [3]	◯ Yes ◯ No ◯ N/A

7.	The worker has been told which risks each item protects against and has had practical training in how to put it on, adjust, wear and look after it Ask the worker to show you. OSHA requires each worker to demonstrate understanding and the ability to use the PPE before doing the work. Ref.: [1] [4] [9] [10]	◯ Pass ◯ Fail ◯ N/A
8.	Each item is for this worker's own use, or measures are in place so that shared use causes no health or hygiene problem Ref.: [1]	◯ Pass ◯ Fail ◯ N/A

Head, eye and hearing protection

9.	The hard hat shell and brim have no holes, cracks or deformation CRITICAL Ref.: [8] [10] [1]	◯ Pass ◯ Fail ◯ N/A
10.	The shell shows no chalking, flaking or loss of surface gloss CRITICAL These are signs of exposure to heat, chemicals or ultraviolet light. Do not store hard hats in direct sunlight. Ref.: [8]	◯ Pass ◯ Fail ◯ N/A
11.	The suspension and headband are free of tears and excessive wear and hold the hard hat firmly on the head A damaged suspension can be replaced with the manufacturer's part; the whole hard hat does not have to be replaced. Replace sweatbands as the instructions say. Ref.: [8] [2]	◯ Pass ◯ Fail ◯ N/A
12.	The hard hat has no drilled holes, paint, added labels or accessories that the manufacturer has not approved Paint, solvents and stickers can weaken the shell and hide damage. Ref.: [8] [2] [1]	◯ Pass ◯ Fail ◯ N/A
13.	The hard hat has not taken an impact and is within the service life stated by the manufacturer CRITICAL Replace a hard hat after an impact even if no damage is visible. Ref.: [8] [2]	◯ Pass ◯ Fail ◯ N/A
14.	Eye and face protection is undamaged and gives a clear, unrestricted view Check the lenses or visor, the frame, the side shields and the headband. Ref.: [4] [8] [1]	◯ Pass ◯ Fail ◯ N/A
15.	The type of eye and face protection matches the hazard CRITICAL Side protection where there are flying objects; goggles for dust and splashes. A face shield alone does not give adequate impact protection: wear it over safety spectacles or goggles. Ref.: [5] [8] [10] [2]	◯ Pass ◯ Fail ◯ N/A

16.	A worker who wears prescription glasses has eye protection that includes the prescription or fits over the glasses without moving them Ref.: [5] [8]	◯ Pass ◯ Fail ◯ N/A
17.	Earmuff seals are undamaged, the headband tension is not reduced and there are no unofficial modifications Ref.: [11] [2]	◯ Pass ◯ Fail ◯ N/A
18.	Earplugs are clean, soft and pliable; single-use plugs are new and reusable plugs are cleaned after each use Ref.: [11] [8] [2]	◯ Pass ◯ Fail ◯ N/A
19.	Hearing protectors seal properly with the hair, glasses and other PPE the worker wears Glasses, long hair and facial hair can reduce the protection of earmuffs. Protectors must be worn the whole time in the noisy area. Ref.: [11] [8] [7]	◯ Pass ◯ Fail ◯ N/A

Respiratory protection

Mark N/A if the job does not need a respirator.

20.	The respirator and its filters are the type and class specified for the contaminant CRITICAL A particle filter does not protect against gases and vapours, and a gas filter must match the chemical. Ref.: [2] [6] [12]	◯ Pass ◯ Fail ◯ N/A
21.	A reusable respirator is clean and in good working order, with the facepiece and valves not deformed CRITICAL Ref.: [6] [12] [1]	◯ Pass ◯ Fail ◯ N/A
22.	Filters are within their expiry date, undamaged and not visibly contaminated, and are changed on the planned schedule CRITICAL Change a filter when breathing becomes harder. HSE advises marking replaceable filters with the date they were fitted. Ref.: [12] [2] [6]	◯ Pass ◯ Fail ◯ N/A
23.	The wearer of a tight-fitting facepiece has passed a fit test for this make, model and size OSHA 1910.134(f): before first use, whenever a different facepiece is used, and at least annually. Mark N/A where no such test applies to you. Ref.: [6] [12]	◯ Pass ◯ Fail ◯ N/A
24.	Nothing comes between the face and the seal of a tight-fitting facepiece: the wearer has no stubble or beard there and checks the fit every time CRITICAL Where a beard cannot be shaved, for example for religious reasons, loose-fitting types of respirator are available. Ref.: [6] [12]	◯ Pass ◯ Fail ◯ N/A

25.	The respirator is stored protected from dust, sunlight, extreme temperatures, moisture and chemicals, in a way that does not deform the facepiece Ref.: [6] [12] [1]	◯ Pass ◯ Fail ◯ N/A

Gloves, footwear and clothing

26.	The gloves are the type specified for the hazard and the task CRITICAL Gloves made for one hazard may not protect against another. For chemicals, check the manufacturer's information for the specific substance. Ref.: [8] [2] [10]	◯ Pass ◯ Fail ◯ N/A
27.	The gloves have no tears, cuts or punctures Ref.: [8] [1]	◯ Pass ◯ Fail ◯ N/A
28.	Chemical-resistant gloves are not discoloured or stiff and have no pinhole leaks CRITICAL To find pinholes, fill the glove with water and roll the cuff tightly towards the fingers. Discoloured or stiff gloves may be degraded by chemicals. Ref.: [8]	◯ Pass ◯ Fail ◯ N/A
29.	The safety footwear has the protective features the job needs For example a protective toe, a puncture-resistant sole, slip resistance, or electrical properties. Check the product label. Ref.: [8] [2] [10]	◯ Pass ◯ Fail ◯ N/A
30.	The footwear has no cracks or holes, the materials are not separating, and buckles and laces are intact Ref.: [8] [1]	◯ Pass ◯ Fail ◯ N/A
31.	The soles are not worn through and have no metal or other objects embedded in them Worn-through soles or embedded metal can cancel the insulation of electrical hazard footwear. Ref.: [8]	◯ Pass ◯ Fail ◯ N/A
32.	High-visibility clothing is clean and its retroreflective strips are clearly visible Ref.: [10] [2]	◯ Pass ◯ Fail ◯ N/A
33.	Protective clothing is the right size, undamaged and within the number of cleaning cycles the manufacturer allows Inspect clothing that protects against chemicals or harmful agents before each use. Ref.: [2] [8]	◯ Pass ◯ Fail ◯ N/A

Care, storage and replacement

34.	The PPE is clean and has been looked after as the instructions say Ref.: [1] [4] [9] [10]	◯ Pass ◯ Fail ◯ N/A
35.	There is a clean, suitable place to keep the PPE when it is not in use, and the worker uses it Ref.: [1] [9] [10]	◯ Pass ◯ Fail ◯ N/A
36.	Replacement PPE and spare parts such as filters and earplugs are available and easy for the worker to get Ref.: [1] [10] [7]	◯ Pass ◯ Fail ◯ N/A
37.	Items with an expiry date or a service life stated by the manufacturer are still within it Ref.: [2] [12] [1]	◯ Pass ◯ Fail ◯ N/A
38.	The worker checks the PPE before each use and knows to report any defect or loss straight away Ref.: [1] [9] [8]	◯ Pass ◯ Fail ◯ N/A

Result

39.	Every defective or unsuitable item has been withdrawn from use and replaced before the worker continues the task CRITICAL Ref.: [1] [4] [9]	◯ Yes ◯ No ◯ N/A
40.	The issue or check has been recorded and the next check date set Ref.: [2] [12]	◯ Yes ◯ No ◯ N/A
41.	Notes, defects found and items replaced	Note: _____

Critical check: if it fails, stop and correct it before work continues.

SIGN-OFF

Checked by (supervisor or safety officer)

Name: .....

Signature: .....

Date: .....

Worker (received and checked the PPE listed)

Name: .....

Signature: .....

Date: .....

Legal basis and references

[1] Türkiye: Kişisel Koruyucu Donanımların İşyerlerinde Kullanılması Hakkında Yönetmelik (Resmî Gazete, 02.07.2013, 28695) — Art. 5 collective protection first; 6(1)(a) fit, CE marking and Turkish instructions; 6(1)(b) compatibility; 6(1)(c) period of use; 6(1)(ç) shared use; 6(1)(e) free of charge, maintenance and periodic checks per the manufacturer's instructions, hygienic storage; 6(1)(f)-(g) information and practical training; 6(1)(h) availability; 7 selection from the risk assessment; 8(2)-(3) workers' duties, defects, check before every use.

[2] Türkiye: ÇSGB İş Sağlığı ve Güvenliği Genel Müdürlüğü, Metal Sektörü Döküm İşyerleri Kişisel Koruyucu Donanım Rehberi (Ankara, 2023) — General PPE chapters: legal duties, CE marking and EU declaration of conformity, the PPE programme, respirator filter selection, hard hat care and service life, glove markings, hearing protectors, footwear and clothing care.

[3] Türkiye: ÇSGB Rehberlik ve Teftiş Başkanlığı / ILO, İSG'de Korunma Yöntemleri: Toplu Korunma ve Kişisel Koruyucu Donanım (İş Teftiş ve Rehberlik El Kitapları Serisi, Aralık 2025) — Pages 19-20: when PPE is used, the employer's responsibilities for PPE, types of PPE.

[4] United States: OSHA 29 CFR 1910.132, Personal protective equipment: General requirements — (a) provided, used and maintained in a sanitary and reliable condition; (d) hazard assessment, selection, fit and written certification; (e) defective or damaged PPE shall not be used; (f) training; (h) payment.

[5] United States: OSHA 29 CFR 1910.133, Eye and face protection — (a)(1) hazards; (a)(2) side protection against flying objects; (a)(3) prescription lenses; (a)(4) manufacturer marking.

[6] United States: OSHA 29 CFR 1910.134, Respiratory protection — (d) selection, end-of-service-life indicator or change schedule; (f) fit testing; (g)(1) facial hair and user seal check; (h)(1)-(4) cleaning, storage, inspection before each use, removal of defective respirators.

[7] United States: OSHA 29 CFR 1910.95, Occupational noise exposure — (i) hearing protectors: provided at no cost and replaced as necessary, training in use and care, proper initial fitting and supervision of correct use.

[8] United States: OSHA 3151-02R 2023, Personal Protective Equipment — Selection, fit and compatibility; training; eye and face protection; hard hat size and care; care of protective footwear; care of protective gloves; body protection; hearing protection. Guidance, not a standard.

[9] United Kingdom: The Personal Protective Equipment at Work Regulations 1992 (SI 1992/2966) — Reg. 4 provision of suitable PPE; 5 compatibility; 7 maintenance and replacement; 8 accommodation; 9 information, instruction and training; 10 use; 11 reporting loss or defect.

[10] United Kingdom: HSE, Personal protective equipment (PPE) at work — Pages: selection and use (UKCA or CE marking, compatibility, training), using the right type of PPE, maintenance (storage, cleaning, replacement parts, hi-vis strips), product safety and supply.

[11] United Kingdom: HSE, Noise at work: Hearing protection — Maintenance checks (condition, earmuff seals, headband tension, modifications, earplugs); information and training on correct fitting.

[12] United Kingdom: HSE, Respiratory protective equipment (RPE) at work — Fit testing basics (tight-fitting facepieces, facial hair, checking the fit every time); advice for employers (maintenance, storage, records, when to change filters).

Fill in this checklist on your phone. Scan to download FindRisk: run the checklist, add photos, score risks and share a PDF report in minutes.

Version 1 · Updated November 25, 2026 · findrisk.net/checklists/ppe-issue-and-inspection-checklist/