

First Aid Inspection Calendar

Year:	Inspection Date	Nominated Person	Signature
Term 1			
Term 2			
Term 3			
Term 4			

Checklists are located in the office

1. Check that all supplies on the list are present in the First Aid Cupboard.
2. Check whether any items are due to expire or may run out.
3. Notify purchasing officer if replacements are required.
4. Store completed checklists for the current year in the folder provided.
5. Sign & date above to indicate completion.