Society Name:	IHP (International History and Politics)		
Person Completing Log			
Name	Annabella Okatan		
Role	General Secretary		
Email	cl24ao@leeds.ac.uk		
Responsible Person for Updating Throughout the Year			
Name	Annabella Okatan		
Role	General Secretary		
Email	cl24ao@leeds.ac.uk		

LUU Student Groups Check	
Date:	
Staff Name:	
Notes:	
Inspector Record (only applicable if requested)	
Name	
Internal to Society/ External? + Role	
Email	
Qualifications	

Areas where storage items are held:	
Location	Specific Area
N/A	*N/A*

Notes:

If you're equipment audit is incomplete (ie not in Leeds so done to memory, etc) then please write a note here when you will complete/update by. If you have no items in your group, then write 'no items, notapplicable' here

Describe item so that it is easily identifiable to an external person	*Using data validation tool, create your own drop down categories to select from for consistency (for example Rowing might have Boats and Oars, Social Equipment, Coxing Equipment, etc)*	*Safety Critical: Equipment or systems where failure or misuse could result in serious injury or a major incident.*	*Use drop down list*	*All safety critical and specialist equipment must be inspected by a competent person. Colour code red if inspection is overdue. Consult manafacturers guide/ NGB/ Safety data sheets to ascertain inspection frequency*	PAT test must be completed annually for all electrical items that connect to a power socket. If over one year, contact Student Groups	*If not known, click N/A*	*Provide estimate based on condition*	*Value as it is now based on condition (not purchase price)*	*Following inspections, audits and club activity, create an auditable trail of actions here*			
Item	**Category**	**Safety Critical?**	**Condition of equipment**	**Date of last inspection**	**PAT Test Date**	**Date Purchased**	**Date will need**	**Value**	**Any further actio**	**Who is responsible?**	**Deadline**	**Status of actions taken**
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
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