

1. EMPLOYEE DETAILS

Full name _____ Employee ID _____

Job title / role _____ Department _____

Site / location _____ Start date _____

☐ First issue ☐ Replacement ☐ Role change

2. ITEMS ISSUED

Item	Item code	Size	Qty	Condition (new / reissued)	Unit value

3. ENTITLEMENT

Entitlement rule _____

Balance remaining after this issue _____ Approver (if outside entitlement) _____

4. TERMS

- Uniform items remain the property of the organization.
- Items are to be worn only for work and kept in reasonable condition.
- Lost or damaged items must be reported within _____ days.
- All items, including branded accessories and ID, must be returned on leaving or on a change of role that changes the uniform.
- Unreturned items: _____

Check any clause about deductions from pay against employment law in each country you operate in.

5. ACKNOWLEDGEMENT

Employee signature _____ Issued by _____

Date _____ Time _____

1. EMPLOYEE DETAILS

Full name _____ Employee ID _____

Job title / role _____ Site / location _____

2. REASON FOR RETURN

☐ Leaving
 ☐ Role change
 ☐ Replacement
 ☐ Size exchange
 ☐ Other: _____

3. ITEMS RETURNED

Item	Item code	Size	Qty	Grade (destroy / recycle / reissue)

Destroy (default for worn, branded garments, insignia and ID): must not leave the building usable. **Recycle**: unfit to wear, nothing on it needs destroying. **Reissue**: only pooled or high-value items, e.g. uniform-room stock, outerwear, inspected PPE.

4. ITEMS NOT RETURNED

Item	Qty	Reason given

5. ACKNOWLEDGEMENT

Employee signature _____ Received by _____

Date _____ Account closed ☐ Yes