Instructions - Gear Inspection Log

Purpose: These instructions apply to the "GearLogElectronic" and "GearLogPrint" documents.

Usage: The gear inspection log (1) records each item of life support gear with descriptive information and the date that the gear was put into service, and (2) records inspection results and essential information about the gear (e.g., if a rope length was cut, etc.)

These are essential records that are used to manage the lifetime of life-support gear such that a record is retained of significant issues and their resolution and the gear is retired when appropriate.

Item Information Table: Each item is recorded in a table. See this example:

Equipment Record and Inspection Log

Item Type (e.g., Helmet, Rope, Harness)		Identifier (e.g., serial number, ID marking)	
Helmet		**10196IK6271**	
Manufacturer		Model (Name, Number or Description)	
Petzl		**Elios, Size 1 (small), Green**	
Date of Manufacture (if known)		Date Put Into Service	
		2010/10/08	

Further Description; Inspection Notes:

Item Type: High level description of the item. Note that specific identifiers and more description are provided later (e.g., manufacturer's name, model name, etc.) so this field contains only the highest level description.

Identifier: A unique identifier for this specific item. If a manufacturer's serial number is available then that is a good identifier; however a number that is marked on the item serves perfectly well, and might be preferred depending upon local operating procedures.

Manufacturer's Name: E.g., Petzl, New Tribe, Black Diamond, etc.

Model: The specific model name and number. Also include other specifying information (e.g., optional features such as Side D Rings on a saddle, color of the item, etc.)

Date of Manufacture: If known, enter the date the item was manufactured.

Date Put Into Service: Enter the date that you acquired the item and began using it for its intended purpose. This date is essential for determining the usable service life of the climbing gear item.

Further Description; Inspection Notes: Below the table is a free form area to record more information about the gear item and inspection results.

> **Further Description:** If more description is required than could be entered into the table then provide the information here. For example, a rope may have been re-labeled with a new identifier because it was cut to a different length and thus requires a new table of information. Directly below the new table, add a reference to the rope's earlier identifier.

> **Inspection Notes:** Once the item is fully identified, then enter a series of dated entries that record inspections and significant issues during the lifetime of the item.

> Each time an inspection is performed, enter a record in this area with the results. Date the entry. Example:

>> 2013/04/28: Periodic full inspection – no issues found.

> If the item has a significant issue at any time, then enter a description of the issue and any steps that are taken along with the resolution of the issue. Date each entry. Examples:

>> 2013/06/20: During inspection a crack was discovered in a plastic bracket that supports the helmet suspension straps. The helmet was removed from service and sent for repair.

>> 2012/10/19: Strands of this rope snagged on a broken branch and were pulled out of the rope fabric. The defect was approx 50 ft from nearest end of the rope. The number of defective strands involved requires retiring the rope. The rope was cut into 2 rigging ropes and the defective region was removed and discarded.

Electronic Gear Log: The electronic gear log template (Microsoft Word .docx format) allows the log to be kept on a computer. This may be more convenient for making repeated entries across multiple logs or for repeated inspections.

Additionally, the electronic template allows multiple items to be recorded on a single document by replicating the "Item Information Table" multiple times and filling out each for the individual items. For example all of the camp's tree climbing harnesses may be listed in a single document and then inspection records may be kept for all at once. See the next page for an example.

Example of an electronic log for multiple items

Item Type (e.g., Helmet, Rope, Harness)	Identifier (e.g., serial number, ID marking)
Rope	**# 1**
Manufacturer	Model (Name, Number or Description)
New England	**Safety Blue, 120 ft**
Date of Manufacture (if known)	Date Put Into Service
	2012/04/12

Item Type (e.g., Helmet, Rope, Harness)	Identifier (e.g., serial number, ID marking)
Rope	**# 2**
Manufacturer	Model (Name, Number or Description)
New England	**Safety Blue, 120 ft**
Date of Manufacture (if known)	Date Put Into Service
	2012/04/12

Item Type (e.g., Helmet, Rope, Harness)	Identifier (e.g., serial number, ID marking)
Rope	**# 3**
Manufacturer	Model (Name, Number or Description)
New England	**Safety Blue, 150 ft**
Date of Manufacture (if known)	Date Put Into Service
	2012/04/12

Item Type (e.g., Helmet, Rope, Harness)	Identifier (e.g., serial number, ID marking)
Rope	**# 4**
Manufacturer	Model (Name, Number or Description)
New England	**Safety Blue, 150 ft**
Date of Manufacture (if known)	Date Put Into Service
	2012/04/12

Further Description; Inspection Notes:

2012/04/12 These ropes cut to length, numbered and placed into service during facilitator training course.

2012/06/01 All ropes inspected prior to first camp session. All in like-new condition.

2012/06/28 All ropes inspected – no issues found.

2012/07/22 All ropes inspected – no issues found.

2012/08/09 All ropes inspected prior to storage for winter. All in good condition. Some scuffing wear on the ends from usage over the summer – meets guidelines for continued service.