

SIGN OUT SHEET

Location: _____ Time Out: _____

Employee Information:

Full Name: _____

Employee ID: _____

Department: _____

Supervisor: _____

Equipment and Materials Signed Out:

| Item Description | Quantity | Condition | Remarks |
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Terms and Conditions:

1. Responsibility for Equipment and Materials

The employee acknowledges receipt of the listed equipment and materials in the condition stated and agrees to return them in comparable condition upon completion of use or as directed by the employer. The employee is responsible for loss, damage, or theft while items are in their possession.

2. Use of Equipment

All equipment and materials signed out shall be used solely for authorized work-related purposes and in accordance with applicable safety standards and manufacturer instructions.

3. Liability and Indemnity

The employee agrees to indemnify and hold harmless the employer from any claims, damages, or costs arising from misuse or negligence related to the signed-out equipment and materials.

4. Return of Equipment and Materials

All signed-out items must be returned to the designated personnel or location by the agreed return date. Failure to

return or unauthorized disposal may result in deductions from salary or legal action.

5. Reporting of Issues

Any defects, malfunctions, or incidents involving the signed-out equipment must be reported immediately to the supervisor or responsible department.

6. Compliance with Policies

The employee agrees to comply with all company policies, rules, and regulations governing equipment use and sign-out procedures.

7. Acknowledgement

By signing below, the employee acknowledges understanding and acceptance of the terms and conditions set forth in this Sign Out Sheet.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

Signature: _____

Signature: _____

This Sign Out Sheet constitutes a binding agreement between the employee and employer with respect to the equipment and materials listed herein. It is governed by the laws of the United States of America. Any disputes arising from this agreement shall be subject to the exclusive jurisdiction of the courts located within the applicable state.

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