

Employee Tools and Machinery Sign Out Agreement

This agreement outlines the responsibilities of the employee when signing out company-owned tools and machinery. Please complete the details below, read the terms, and sign to acknowledge agreement.

Employee Information

Employee Full Name:	<input type="text"/>
Employee ID:	<input type="text"/>
Department:	<input type="text"/>
Contact Number:	<input type="text"/>

Equipment Details

Tool / Machinery Description	Serial / Asset Number	Estimated Return Date	Condition at Sign-Out
<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY-MM-DD"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY-MM-DD"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY-MM-DD"/>	<input type="text"/>

Terms and Conditions

By signing below, the employee agrees to the following terms:

- The employee acknowledges receipt of the tools and machinery listed above in good working condition, unless noted otherwise.
- The employee agrees to use the equipment only for company-approved work and in a safe, professional manner.
- The employee is responsible for safeguarding the equipment against loss, theft, and damage due to negligence.
- All equipment must be returned to the designated storage location by the agreed-upon return date in the same condition as when signed out, normal wear and tear excepted.
- In the event of damage, malfunction, or loss, the employee must report the issue to their supervisor immediately.

Acknowledgment and Signatures

Employee Signature: <input type="text" value="Sign here (or print to sign)"/> Date: <input type="text" value="YYYY-MM-DD"/>	Supervisor Signature: <input type="text" value="Sign here (or print to sign)"/> Date: <input type="text" value="YYYY-MM-DD"/>
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