**Sample Form 16 <Insert school name/logo here>**

You may need to reduce the size of the name/logo you place here, click on the corner side of the box and drag in to fit.

Use the align left, centre or right tabs on the tool bars to move your name and logo.

|  |
| --- |
| **16. EOTC Equipment Log** |
|  |
| **Staff:** |  | **Group:** |  |
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|  |  |  |  |
|  |
| **Date** |  | **Number** |  |
|  |
| **Activity** |  | **Time hr/day** |  |
|  |
| **Venue** |  | **Weather** |  |
|  |
| **Gear** | **Total** | **Used** | **Returned** | **Comments** | **Action taken** |
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|  |
| **Returned gear has been checked, cleaned and put away** |
|  |
| **Signed** |  |
| (Teacher in charge) |