# Event day inspection

*Example of a testing / inspection record sheet*

Venue:

Event: Date of event:

Inspection undertaken by: on: at:

|  |  |  |
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| **Stand**  **[Insert name]** | **Confirm**  **(✓)** | **Comments** |
| Stand (insert name) |  |  |
| Stand (insert name) |  |  |
| Stand (insert name) |  |  |
| Stand (insert name) |  |  |
| Car park areas |  |  |
| Catering facilities |  |  |
| Circulation areas |  |  |
| Detention area |  |  |
| Disabled areas and facilities |  |  |
| Exit routes |  |  |
| Exit gates |  |  |
| External areas |  |  |
| First aid room(s) |  |  |
| Outside broadcast units |  |  |
| Panic bolts |  |  |
| Padlocks removed |  |  |
| Refuse cleared |  |  |
| Segregation netting |  |  |
| Segregation shutters |  |  |
| Seating |  |  |
| Seating area |  |  |
| Terracing |  |  |
| Toilets |  |  |
| Turnstile operation |  |  |

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| --- | --- | --- |
| **Equipment tests** | **Confirm**  **(✓)** | **Comments** |
| Carbon monoxide detector |  |  |
| CCTV system |  |  |
| Emergency lighting |  |  |
| Emergency telephone |  |  |
| Fire alarm |  |  |
| Fire fighting equipment |  |  |
| First aid room(s) |  |  |
| Floodlights |  |  |
| Generator |  |  |
| Ground store |  |  |
| Loud hailers |  |  |
| Methane detectors |  |  |
| Passenger lift(s) |  |  |
| Public address system |  |  |
| Public area lights |  |  |
| Radios |  |  |
| Steward jackets |  |  |
| Turnstile monitoring |  |  |

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| **Unresolved defects:** |
|  |

Signed: Date: