

WEEKLY RECORD SHEET

Print a copy of this sheet every week. Keep a copy next to each machine and fill in by hand. Record the litres of perc in the machine tanks at the start of the week, the weight of every load, and the litres of perc added. Operator should identify every figure entered by using initials. Replace the sheet weekly and file the completed sheets. ENSURE ALL INFORMATION IS FILLED IN

Week starting Monday (insert date)

Machine:

PRODUCT PROCESSED during week (kg) and initials of operator															
Load	Mon		Tues		Wed		Thu		Fri		Sat		Sun		
	kg		kg		kg		kg		kg		kg		kg		
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
Total															
													Total for Week (kg)		

Solvent LEVELS in machine tanks at start of week (litres)		
Tank	Operator Initials	Quantity (litres)
Tank 1		
Tank 2		
Tank 3		

Solvent ADDITIONS to machine during week (if any) (litres) Record each addition of new solvent to the machine		
Day/Date	Operator Initials	Quantity (litres)
Total during week (litres)		

Signed (supervisor):

Date: _____

Weight of waste on site at start of week: Kgs

(record how much waste is in waste drums ON SITE)

Fresh Perc in stock at start of week: Litres

(record how much NEW perc is in containers ON SITE)

Operator Initials:

Name(s) in full: