

Copilot

Certainly! An Equipment Malfunction Log is a valuable tool for keeping track of any issues that arise with your cash handling equipment. Here’s a template you can use:

Equipment Malfunction Log

Date	Time	Equipment	Issue Identified	Reported By	Action Taken	Resolved (Yes/No)	Notes
05/10/2024	8:00 AM	POS System	Screen freeze	[Employee Name]	Restarted system	Yes	
05/10/2024	9:45 AM	Printer	Paper jam	[Employee Name]	Cleared jam	Yes	
05/10/2024	10:30 AM	Guest Checkout Screen	Unresponsive touch	[Employee Name]	Contacted support	No	Awaiting technician

This log allows you to document the date and time of the malfunction, specify the equipment and issue, record who reported it, detail the action taken to address the problem, and note whether the issue was resolved. It’s also helpful to include any additional notes that might be relevant for future reference or for the technician.

You can customize this template to fit the specific needs of your business and the equipment you use. It’s important to keep this log easily accessible to all employees and to review it regularly to ensure that all issues are being resolved promptly.

Would you like to add any other details or categories to this log? Once we have finalized the Equipment Malfunction Log, we can proceed to the next section of your cash handling policy.