BS559-2: SIGN INSPECTION RECORD:

Use **ONE SHEET PER SIGN.**

TICK - NOTE - PHOTOGRAPH.

Give a copy to the **SIGN HOLDER.**

1. JOB DETAILS:

SITE / ADDRESS:		**DATE:**	
SIGN REF. / LOCATION ON SITE:		**INSPECTOR:**	
SIGN HOLDER:		**COMPANY:**	
ACCESS USED:	☐ GROUND: ☐ LADDER: ☐ MEWP: ☐ SCAFFOLD: ☐ OTHER:	**WEATHER:**	

2. SIGN DETAILS:

TYPE:	☐ FASCIA: ☐ PROJECTING: ☐ PYLON / TOTEM: ☐ WALL PANEL: ☐ DIGITAL / LED: ☐ OTHER:
ILLUMINATED:	☐ YES ☐ NO
INSTALLED:	DATE: ☐ UNKNOWN:
LAST INSPECTED:	DATE: ☐ UNKNOWN: IF EITHER IS UNKNOWN: ENHANCED INSPECTION NEEDED

3. CHECKS:

CHECK:	OK:	DEFECT:	N/A:	NOTES / PHOTO REF:
SIGN FACE / PANELS / LETTERING:	☐	☐	☐	
FRAME / CASING:	☐	☐	☐	
FIXINGS AND BRACKETS:	☐	☐	☐	
SUPPORTING STRUCTURE / POST:	☐	☐	☐	
FOUNDATIONS / BASE:	☐	☐	☐	
WALL OR SURFACE IT IS FIXED TO:	☐	☐	☐	
ELECTRICS AND CABLING:	☐	☐	☐	
LIGHTING / LEDS:	☐	☐	☐	
ISOLATOR SWITCH AND LABELS:	☐	☐	☐	
DIGITAL DISPLAY AND CONTROLS:	☐	☐	☐	
WATER INGRESS / DRAINAGE:	☐	☐	☐	
PREVIOUS REPAIRS:	☐	☐	☐	

4. OVERALL CONDITION (TICK ONE):

☐ **SAFE:** No action needed	☐ **SAFE, REPAIRS NEEDED:** List below	☐ **UNSAFE:** Make safe now and tell the sign holder immediately

5. Defects and actions:

DEFECT FOUND:	ACTION NEEDED:	PRIORITY: URGENT / SOON / MONITOR	PHOTO REF:

6. Sign off:

PHOTOS TAKEN:	☐ Yes ☐ No	**NEXT INSPECTION DUE:**	
INSPECTOR SIGNATURE:		**SIGN HOLDER INFORMED:**	Name: Date:

PLEASE NOTE:
This checklist is a practical aid only. It does not replace BS559-2: 2026 Interior and Exterior signs - Part 2: Inspection and Maintenance - Specification, which is available from BSI, or professional advice. Physical checks and works on signs or building fabrics should be carried out by competent operatives with suitable access and safety arrangements.

FULL DISCLAIMER is provided on PAGE TWO (2) of this document. It contains important information regarding the purpose, limitations, and permitted use of this guidance. All users are strongly advised to read it carefully before relying on the content.

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DISCLAIMER:

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