

Date of arrival \_\_\_\_\_ (acceptance)  
 Last date inspected \_\_\_\_\_  
 Inspected by \_\_\_\_\_  
 Date this inspection \_\_\_\_\_

**Description of the item**

Title \_\_\_\_\_

I.D. number \_\_\_\_\_ Accession number \_\_\_\_\_

Can number \_\_\_\_\_ Gauge 16mm 35mm Other

Original neg Duplicate neg Colour Black & White

Production date Duplicate positive Release print Sound

Length \_\_\_\_\_ ft Original laboratory \_\_\_\_\_

\_\_\_\_\_ frames

**Condition**

**Storage before**

**Can** Plastic Mould Plastic bag Temp<21°C  
 Metal Deformed Cardboard box Temp>21°C  
 None Rust Metal shipper RH<40%  
 RH>40%

**Core** Plastic **Spool** Plastic  
 Metal Metal  
 None None

**Base type** Acetate Polyester Nitrate  
**Wind** Tight Spoked Preservation Loose  
**Shrinkage** 0% 0-1.5% 1.5-3% >3%

AT RISK OF DAMAGE ON MACHINERY

**Condition Level**  
 All factors must have a condition level entered against them  
 0 = None  
 1 = Light  
 2 = Moderate  
 3 = Heavy

**Emulsion scratches** Continuous Horizontal Vertical  
**Base scratches** Continuous Horizontal Vertical  
**Film** Brittle Soft  
**Image Fade** Black & White Colour  
**Vinegar Syndrome** Blocked Moist  
 Emulsion loss Crystals  
**Physical Damage** Buckle & wave Broken Splices Broken Perforations  
 Tears Sprocket Damage Image burnt  
 Folds Delamination  
**Water Damage** Emulsion loss Ferrotyping Anti-ferrotyping  
 Mould Staining  
**Foreign Matter** Crystals Emulsion particles Grease/oil  
 Insects Rust stains Dust/dirt Adhesive residue  
 Paper marks Buckle & wave Broken Splices Broken Perforations

Recan Rewind Rewash Unblock (Solvent)  
 (Aqueous)  
 Redimension Repair Dispose  
**Copy** Film Clean Dry dustback  
 Video Wet dustback  
 Sound Ultrasonic

**Other** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Treatments Carried Out**

**Comments** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Recommended next inspection** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_