# Potting Record

The purpose of this form is to assist with correctly and safely pot plants. Please complete when you have finished potting and save in the potting folder or hand in to your supervisor. Complete one for each species of plant.

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| **Staff member** | **Date** |
| **Name of plant being potted** | **Quantity** | **Grade** |
| **Type of potting mix used** | **Type of fertiliser used**  |
| **Other relevant information (check with supervisor)** |

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| **Activity** | **Yes** | **No** | **N/A** |
| **Preparing for potting up** |
| Clarify work activity instructions with supervisor |  |  |  |
| Identify any work health and safety hazards and tell supervisor |  |  |  |
| Select and use tools and equipment for potting up |  |  |  |
| Clean and disinfect work area |  |  |  |
| Select and use suitable personal protective equipment (PPE) |  |  |  |
| **Prepare growing media** |
| Measure media components and mix as instructed |  |  |  |
| Test growing media to complies with media specifications |  |  |  |
| **Pot up propagated plants** |
| Prepare plants for potting |  |  |  |
| Pot up plants |  |  |  |
| Grade plants |  |  |  |
| Fertiliser added (identify) |  |  |  |
| **Complete potting up**  |
| Water plants |  |  |  |
| Clean up  |  |  |  |
| Collect and recycle/dispose of waste  |  |  |  |
| Clean and store tools |  |  |  |

**Identify if any tools, equipment or PPE need maintenance**

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