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| **Assistive Technology Equipment Panel****Fault Form** |  |

Please complete this form and send it in to ATEP admin (details below) to process and arrange the repair of the equipment. Please give as much information as possible and make sure you provide photographs of the fault, as these are often requested by suppliers

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| Contact Name:       | **Cause of fault:**  Damage misuse: ☐ Wear and tear: ☐ |
| Education setting address:       | **Description of fault** (please provide as much information as possible):      |
| Postcode: |  | **Photographs attached:** ☐Yes ☐ No |
| Role: |  | **Equipment ID Number** (blue sticker): |
| Phone: |  | **Additional Info:**  |
| Email: |  |
|  |  |
| Student Name:      |

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| **ATEP Fault Process** |
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ATEP - The Old Railway, Wainwright Place, Ashford, Kent, TN24 0PF

Email: ATEP@kent.gov.uk Phone: 01233 629859