



SOP No	1.015
Effective Date	10.2013
Revision Date	
Approval Date	08.2013

EQUIPMENT ASSIGNMENT

1 PURPOSE

1.01 This procedure establishes guidelines for the assignment of tools, equipment, carts, and other items necessary for executing work to Technicians. It includes their responsibilities for the equipment once assigned.

2 EXPECTATIONS

2.01 Equipment will be tracked to whom it is assigned and it will be kept in a secure location and in good working order.

3 RESPONSIBILITIES

3.01 Technicians are responsible to secure items assigned to them, by the end of their work shift, regardless of who is using it. With shared equipment Technicians are responsible for securing their equipment after their regularly assigned shift.

3.02 Technicians are responsible to contact their Supervisor / Lead when there are any problems with the equipment assigned to them.

3.03 Storeroom is responsible for keeping track of what equipment is assigned and to whom.

4 PROCEDURES

4.01 Tools and carts/vehicles are considered Equipment for the purpose of this procedure.

4.02 Technician requests for equipment must be approved by the Appropriate Administrator. Requests are made through a Technicians Supervisor / Lead.

4.03 All new and existing equipment will be purchased and/or issued through Stores.

4.04 All equipment regardless of condition should be returned to the Storeroom upon the Technician leaving the Shop or Department. Under circumstances where the Technician is moving to another Shop previously issued Equipment must be inventoried by Stores and reissued.

4.05 Stores will be responsible for notating the issuance and return of equipment from Technicians.

4.06 Technicians will perform a daily inspection of assigned equipment and reporting defects to their Supervisor / Lead.



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4.07 Technicians will make their equipment available upon request for scheduled routine maintenance.