

SOP No	1.018
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TOOL LISTS

1 PURPOSE

- 1.01 The purpose of this document is to specify how tools are determined and assigned for use by staff.

2 EXPECTATIONS

- 2.01 All employees will have the tools they require for their specific position and assignments.

3 RESPONSIBILITIES

- 3.01 *Appropriate Administrator:* Will approve all tool lists and any changes to said lists. Approvals will then be communicated to Central Stores.
- 3.02 *Central Stores:* Will make any requested and approved changes to the tool lists and ensure they are current at all times with prices. They will communicate any changes to Work Control to ensure the SOP is updated.
- 3.03 *Supervisor/Lead:* Will request any changes to tool lists through their Appropriate Administrator

4 PROCEDURES

- 4.01 *STAFF TOOL LISTS:* For each shop the Supervisor/Lead is responsible for making requested updates to tool lists that are established for their specific shops. Shops can have several lists depending on specific assignments of staff.
- 4.02 When new employees are hired the tool list will be reviewed by the Central Stores. They will check their current inventory of tools and ensure all available tools are made available to the new employee. They will purchase any tools that are not in inventory for the new employee.
- 4.03 *SHOP TOOL LISTS:* For each shop the Supervisor/Lead is responsible for making requested updates to the tool list for tools that are purchased for the Shop and made available for all Shop staff to use.
- 4.04 *TOOL LIST APPROVAL:* Supervisor/Lead will make requests through their Appropriate Administrator. Included in that request will be the product description, a vendor from which the tool may be procured, the quantity that should be provided for each employee or the shop, and a detailed description of how it will be secured.
- 4.05 *TOOL REPLACEMENT:* If a Technician requires a replacement tool then they are to go to Central Stores who will confirm that they have been assigned said tool. They will require the old tool prior to assigning a new tool. If the tool is lost the Technician will require approval from their Appropriate Administrator before they can have the tool replaced and before Central Stores can provide them a replacement.