

STANDARD OPERATING PROCEDURE

No: B 1-7

Title: **BOL EQUIPMENT LOAN**

Date: 10 July 2006



Scope	This Procedure applies to <i>Officers and Clubs</i>
Purpose	To define the procedures when borrowing SLSS owned equipment from the office.
Activation	<i>Contact the Branch Office to request use of property of SLSS. Form to be completed by Branch Office with details of equipment to be loaned, by whom and when it is to be returned. Collection of equipment from SLSS Office. Signature required when equipment borrowed and returned. Equipment loan to be no longer than seven (7) days. Equipment to be checked upon return to SLSS Office. The borrower agrees to make good all damage sustained to the equipment, irrespective of the cause of such damage. The Education Manager is advised as to the loan.</i>
Review	
Change History	
Attachments	<i>Authority to use property Form</i>



Surf Life Saving Sydney Inc.

Established October 1907

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AUTHORITY TO USE PROPERTY OF SURF LIFE SAVING SYDNEY INC. OFFICE

I _____ (Name Please Print) Of _____ (Club Name)

Take responsibility of the following items which belong to Surf Life Saving Sydney Inc. :

- Airways Manikin
- Data Projector
- Projector Screen
- Laptop
- Overhead Projector
- Defibrillator/s
- Video Camera & Stand
- Spinal Management Equipment
- Other (please specify) _____

Agree to make good any damage sustained to the item(s), whilst in his/her care.

Items taken on (date) _____ and to be returned to Surf Life Saving

Sydney Inc. Office by (date) _____

(this should be no longer than seven (7) days unless previously arranged).

These items were supplied by _____ of the SLSS Office.

Signature (collecting equipment) _____ Date _____

Signature (returning equipment) _____ Date _____