

5.1.7 Tool Crib Acquisitions & Maintenance

Preface:

- A.1 All tools, equipment, mobile equipment, and supplies necessary for shop training activities shall be requisitioned through the Tool Crib.
- A.2 The Tool Crib will requisition, follow-up, and receive/control stock, and distribute and/or assign items as required.

Procedures:

- B.1 Requisition and Control
 - B.1.1 All tools, equipment, mobile equipment, and supplies necessary for shop training activities shall be requisitioned by means of an Internal Requisition Form or online.
 - B.1.2 Consumable materials (e.g., welding rods, lubricants, spark plugs, filters, etc.) will be controlled and distributed by the Tool Crib.
- B.2 Tag Out Process
 - B.2.1 All tools, equipment, and mobile equipment which are not permanently assigned to shop areas may be assigned to users by a tag-out procedure or a sign-out procedure upon approval by a College official.
 - B.2.2 The tag-out procedure will be available only to trades students, trades instructors, and designated facilities maintenance personnel.
- B.3 Access
 - B.3.1 Authorized persons allowed to enter the Tool Crib will include Shop Assistants, Trades Instructors and their Supervisors, and designated Facilities maintenance personnel.

- B.3.2 College personnel (other than those indicated above) requiring tool and equipment privileges from the Tool Crib, must sign out the borrowed item using a sign-out/sign-in book. Access to this book will be through the shop assistant. In all cases, no item will be taken from the tool crib without it having been signed out.
- B.3.3 Facilities Maintenance personnel will have access to the Tool Crib when no Shop Assistant or Instructor is available. In this event, however, the designated person shall be required to comply with the tag-out procedure or sign out/sign in book. They must also leave a note for the Shop Assistant as to what they have borrowed and when it will be returned.
- B.3.3.1 If the borrowed item is needed in the program, it must be returned immediately.
- B.3.3.2 It is the responsibility of designated Facilities Maintenance Personnel to ensure that they know how to tag out tool crib items.

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Manager Approval:	<i>Original signed by Ron McRae</i>	Title:	Dean of Instruction
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College Approval:	<i>Original signed by Nick Rubidge</i>	Title:	President/CEO
		Date:	January 2010