



## STANDARD OPERATING PROCEDURE

No: B 1-7

Title: **EQUIPMENT LOAN**

Date: January 4, 2007

**Scope** This Procedure applies to  
*Officers and Clubs*

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**Purpose** To define the procedures when borrowing SLSCC owned equipment from the office.

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**Activation** *Contact the Branch Office to request use of property of SLSCC.*

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*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 SLSCC 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 SLSCC 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.*

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**Review**

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**Change History**

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**Attachments** *Authority to use property Form*

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Surf Life Saving Central Coast Inc.



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**AUTHORITY TO USE PROPERTY OF SURF LIFE SAVING CENTRAL COAST  
INC. OFFICE**

I \_\_\_\_\_ (Name Please Print) Of \_\_\_\_\_ (Club Name)

Take responsibility of the following items which belong to Surf Life Saving Central Coast 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 Central Coast Inc. Office by (date) \_\_\_\_\_

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

These items were supplied by \_\_\_\_\_ of the SLSCC Office.

Signature (collecting equipment) \_\_\_\_\_ Date \_\_\_\_\_

Signature (returning equipment) \_\_\_\_\_ Date \_\_\_\_\_