

STANDARD OPERATING GUIDELINE



Equipment Loan

Department: Operations

SOG#227

Applicable to: All Staff

Effective Date: 1 Dec 2020

1 Page

Authority: Chief Of Operations

Applicable CAAS Standard:

Revised Effective Date:

Purpose:

The purpose of this Standard Operating Guideline (SOG) is to outline the position of Brighton Volunteer Ambulance (BVA) regarding the loaning of equipment and/or materials.

Scope:

The scope of this document applies to agency Operations Staff.

Guideline:

1. The agency prides itself on having some of the best available equipment and materials. From time to time, others may request a loan of material or equipment.
2. Responsibility of the requesting agency:
 - a. Provide a written request to the Chief including Date needed and Date to be returned;
 - b. A memorandum of understanding stating that the borrowing agency will be responsible for any damage, liability, or loss to the equipment.
3. Responsibility of the agency:
 - a. Ensure all documentation is provided;
 - b. Ensure that equipment or materials are in service ready condition;
 - c. Ensure that agency operations will not be impacted by the loan of equipment or material, so as not to deplete agency resources.
4. Returned equipment:
 - a. Visual inspection of the condition of the equipment to ensure it has been returned in the same condition as it was loaned.
 - b. Complete equipment inspection
 - c. Place the item in the appropriate stocking/storage location.

This document supersedes any documents on the topic dated prior to the effective date noted above.