



Equipment Use Policy and Procedure

1. Equipment Hire Policy

All students must have completed equipment training prior to use of any ISA equipment for the first time and have signed the *Online ISA Use of Equipment form*.

Equipment is only to be used for the production of course work. It is recommended you check equipment availability before scheduling any shoot dates.

The student signing for the equipment is responsible and liable for the equipment. If equipment is lost and/or damaged the cost for repair or replacement of equipment shall be attributed to responsible party after investigation of incident is completed.

All equipment must be returned at 8:30am on the specified return date (unless alternative arrangement has been signed off by Manager, Facility and Equipment) in the same condition and working order as when you checked it out otherwise penalties will be incurred. If equipment is returned late on two occasions it will not be loaned out to that student until clearance is provided by the Head of Department.

In the event that equipment must be left in the building overnight (after an evening or night studio shoot) it is to be packed away and stored in the appropriate equipment locker and key placed in the key return.

2. Student Responsibilities

- On pick up it is the responsibility of the student signing for the equipment to check all equipment prior to signing the *Equipment Checklist*. If any equipment is not functioning correctly it is this students responsibility to inform the Manager, Equipment and Facility to ensure repair or replacement as necessary.
- Never leave the equipment unattended and always ensure that the equipment is safely locked away when not in use. The user is liable for any loss or damage.
- Never leave equipment outside the Staff Office or downstairs storeroom.
- It is the users responsibility to notify the Manager, Equipment and Facility if you have any equipment not functioning correctly.
- The Manager, Equipment and Facility will check all equipment and sign the *Equipment Checklist* to indicate that all equipment has been returned in good order and condition.

- Equipment must be returned to the appropriate equipment locker by due date/time and the locker key returned with completed *Equipment Checklist* to the Manager, Equipment and Facility in the Staff Office.
- All batteries must be charged before being returned and all media backed up.

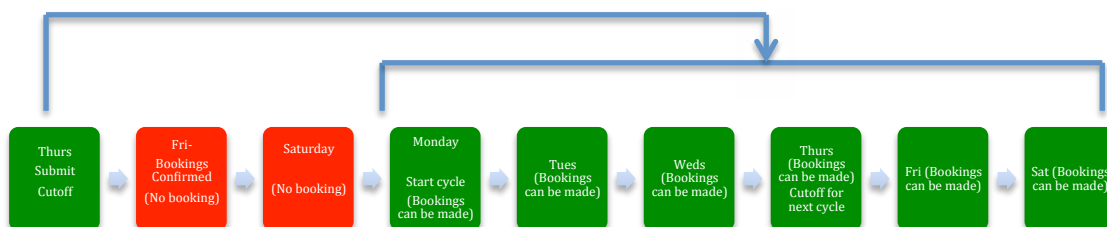
3. Equipment Use Procedure

a. Booking equipment

For all equipment bookings the online ISA Use of Equipment form is to be used via the ISA Facilities and Equipment page on Google Classroom.

The booking cycle is Monday-Sunday. Cut off for submission of all booking requests is 2pm Thursday of the week prior to the date of the booking. Bookings will be confirmed each Friday for the following week.

Example



b. Collecting equipment

1. Equipment should be picked up at pre arranged time.
2. The student responsible for the booking must pick up an equipment locker key and *Equipment Checklist* from the Manager, Equipment and Facility (or ISA representative) from the Staff Office at the arranged time. If you cannot attend your booking will be cancelled.

c. Returning equipment

1. Equipment must be returned to the appropriate equipment locker by due date/time.
2. The locker key is then returned with the completed *Equipment Checklist*, signed and dated, to the Manager, Equipment and Facility in the Staff Office.
3. The Manager, Equipment and Facility will check all equipment and sign equipment back in to indicate that all equipment has been returned in good order and condition.

4. Publication and Version Control

Students are advised of this policy and procedure through publication on the ISA's website.

Version	Amendments	Approval	Date Approved
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2	Lead time, signature approval, Key return, Online application form	Managing Director	29/01/2016
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