

## AARA Equipment Loan Procedure

### I. General

This procedure is associated with the AARA Equipment Loan Policy.

A equipment check-out log will be used to document the check-out of AARA equipment. The log will be maintained in, and shall not be removed from, the AARA club room.

The VP of Operations shall maintain a backup copy of the checkout log, updated as appropriate, in a secure location outside the club room.

### II. Equipment Check-Out Procedure

#### A. AARA Member Check-Out for Personal Use

AARA members who wish to borrow AARA equipment for their own use must fill out the equipment check-out log and have an AARA officer co-sign the log entry.

If an officer can't be found to co-sign, or if the check-out log is not available, or other circumstances prevent getting an officer's signature, then two AARA officers must be contacted to give a verbal authorization for the equipment check-out. At the earliest convenience, the equipment check-out log must be filled out, indicating the officers who gave verbal approval.

If a member observes any problem with the equipment he must notify the the VP of Operations so that arrangements for repair or replacement can be initiated.

When the equipment is returned to the club room the check-out log must be signed again to indicate the equipment has been returned.

The VP of Operations must be notified whenever any equipment is checked out or returned. It is the VP of Operation's responsibility to verify return of the equipment.

#### B. AARA Sponsored Activities

AARA equipment that will be used for an AARA sponsored activity, such as Field Day, emergency operations, etc., do not have to be entered into the equipment check-out log. However, a list of said equipment is to be submitted to the VP of Operations.

### III. Property Passes

Current Alcatel policy does not require a property pass to remove equipment from the building.

### IV. Check-out Log Template

The equipment check-out log will have the following entry categories.

Equipment description and serial number.

Check-out date.

Estimated return date.

Actual return date.

Where the equipment will be kept.

Signature of person checking it out.

Contact information for the person checking it out. (Phone number and email address).

Officer's signature.

Signature of the person returning the equipment.

Indication that the VP Operations has verified return of the equipment.

A description of any problem experienced with the returned equipment.