



CITY OF CORNER BROOK

Policy Statement

Index	Equipment		Section	Inventory		
Title	Equipment and Material Control		Policy Number	14-02-01	Authority	Council
Approval Date	19 Sep 01	Effective Date	19 Sep 01		Revision Date	

Purpose:

To establish policy and procedures for the handling of all City owned equipment and materials.

Policy Statement:

These policies and procedures apply to all City of Corner Brook employees.

Reference:

Approved: 01-147 (Sept. 19, 2001)

Memo: To CAO: (July 06, 2001)

CPS01-55

CC01-167

CC01-181

Detailed Action Required:

SPECIFIC OBJECTIVES

1. to protect City owned equipment and materials against theft, loss of property and/ or misuse
2. establish sound equipment and material control systems monitoring of equipment and material activity
planning, recommending and implementing corrective actions
3. accounting for and safeguarding assets
4. evaluating equipment and material handling and distribution techniques.

Responsibilities

Printed on Monday, July 19, 2010

The City Council will:

- (A) Review, amend and adopt changes to the Equipment & Material Control Policy.
- (B) Approve changes as required.

The Chief Administration officer will:

- (A) Provide for administration of the procedures outlined in the policy
- (B) Assist directors, supervisors and employees in the implementation and administration of the policy.
- (C) Recommend to Council changes to the Equipment & Material Control policy where considered appropriate.

Directors and Supervisors will:

- (A) Ensure the completion of all required forms and records relating to Equipment & Materials
- (B) Ensure that employees are aware of the Policy
- (C) Develop procedures for the handling of equipment and materials which are consistent with the Policies intent
- (D) Ensure that employees provide complete information and all necessary documentation for control of Equipment and Materials.
- (E) Recommend changes to the Policy as required.

PROCEDURES

General

- Each department will be responsible for maintaining a list of all tools, materials and equipment under their control.
- All tools, materials and equipment being used by another department or individual will be properly recorded so as to maintain continuity of the item.

Purchases

- Inventory stock items in central stores will be recorded on computer under minimum/maximum stock levels. When every day items reach below minimum required levels, new stock should be ordered by, the stock room clerk. Request for

equipment or materials over a predetermined amount will require co-coordinators signature. This should include all items purchased from standing orders being stock piled (i.e.: granulars).

Receiving

- When materials are received, they will be inspected before signing to ensure that quantity, quality and condition are correct.
- If the material is for central stock room, enter into inventory and store in proper place. If the material is for a user department rather than stock, contact user to arrange pickup. This inventory then becomes the responsibility of the receiver (eg: public works, water & sewer etc).

Issues

- Inventory removed from central stores will require an approving signature by the central stores clerk and a signature by the user as being received. All other pertinent data such as date, time, condition etc, will be noted.
- All items in stock or signed out will remain a part of the inventory until such time as they are determined to be surplus, obsolete or no longer usable. These items can only be removed from the current list of inventory with the Director's permission and signature.

User Groups


- Requests for the utilization of City owned equipment and/or materials by non-profit civic or recreational groups and organizations, operating within the City of Corner Brook, will be submitted in writing to the appropriate Division Head at least ten (10) days prior to the commencement of the event. A representative of the organization will inspect all the items to be borrowed before they are released. In addition, a form will be signed by the representative setting out the terms and conditions of borrowing the items. A Release Form will also be signed by the representative releasing the City of Corner Brook from any and all liabilities resulting from the groups usage or lack of usage of the borrowed items.
- Organizations wishing to borrow City owned equipment and/or materials are expected to submit a monetary deposit as determined by the Council, to be refunded, in full, upon the return of all items, in their borrowed condition. Exceptions will be at the decision of Council or its representative.
- When borrowed items are returned, the Division Head or their representative will inspect all items and ensure any and all damage is documented and repaired.
- Requests for use of City owned equipment and/or materials by groups and organizations other than non-profit or by groups outside the City of Corner Brook, will be at the discretion of Council or their representative.

Employees

- Employees will not be permitted to use City owned equipment and materials for personal use.
- All staff members are responsible for reporting any incidents of theft or suspected theft and/or misuse of equipment and materials to their immediate supervisor, who in turn must report the incident to his/her Director for investigation.

IN WITNESS WHEREOF this policy is sealed with the Common Seal of the City of Corner Brook:


MAYOR


CITY CLERK