

Equipment Management Policy

Aim

The aim of this policy are to communicate the requirements for managing club equipment.

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1 Background

Equipment officer is responsible for the maintenance and auditing of AUSC equipment.

2 Revision

This policy is to be maintained and reviewed by the AUSC Committee.

3 Application

This policy applies to all members who attend dive events.

4 Equipment servicing

All equipment are to be serviced at either Scuba Commercial, or Scuba Clinic:

- Scuba Commercial and Wholesale Pty Ltd:
 - Unit 12, 36-38 Tikalara Street, Regency Park, 5010, SA
 - 8346 0911
- Scuba Clinic:
 - Shop 3, 2 Clark Terrace, Seaton, 5023, SA
 - 7324 5774

4.1 Tanks

Tanks are to be hydro tested annually. Tank visuals to be done in conjunction annually.

4.2 Regulators

Regulators to be serviced annually.

5 Compressor service

Australian Standard AS 3848.2 states that the output of an HP compressor used for filling diving cylinders is supposed to be tested every three months. As AUSC is not commercial, it is still providing air fills, and so it is a requirement that the compressor be serviced as a minimum every 12 months.

Bauer specifies a service every 500 operating hours, or annually, whichever comes first.

A service regime on the compressor includes:

- Running and checking operation of ACD, valves, drains, v-belt condition etc.;
- Changing oil, oil filter, air inlet element etc.;
- Proof testing all flexible filling and connection hoses to 1.5 x working pressure (WP);
- Calibration check of all pressure gauges in the system; and
- Logging of all work done and certificates filed in the equipment log.

Both the main compressor, and trailer compressor must be serviced annually. This service is usually performed by Mark Paneros:

- MBKS Group Pty Ltd
- The Breathable Air Specialists
- Telephone: (08) 8359 1077
- Facsimile: (08) 8359 1078
- Mobile: 0417 810 518
- E-mail: mpaneros@mbksgroup.com

6 Audit

Club equipment should be audited bimonthly, and it is recommended to be done after major club trips. Any missing equipment should be immediately reported to the committee.

The treasurer should take into account any missing equipment every January and July every year whilst preparing the club's financial statements. Missing equipment should be deducted from the club's total assets under the Income Statement category of "Depreciation and amortisation", and in the Balance Sheet under "Non-current assets".

7 Document control

Revision (Date)	Person	Comments
0 (15/11/2009)	Author: David Warren, Treasurer Reviewed: Emily Moskwa, Secretary Approved: Mostyn Walker, President	Document released to club membership.
1 (15/12/2012)	Approved: Sam Owen	
2 (13/10/2015)	Author: David Warren Reviewed: Committee (via Meeting 13/10/2015) Approved: David Warren	Updated to new format. <ul style="list-style-type: none">• Note: Renamed policy from equipment maintenance to equipment management;• Split policy so equipment hire is separate policy;• Added compressor details and contact.