

# Equipment Management Policy

## Aim

The aim of this policy is 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

Equipment must be serviced by those with the required training and skill to perform the work being undertaken.

### 4.1 Tanks

Hire tanks should remain standardised on Faber 12 Litre 230 bar tanks across the entire hire fleet with a distinctive sticker to denote them as AUSC tanks. This gives members consistency with required weights and amount of gas they are carrying.

All AUSC tanks should be suitable for DIN and Yoke use, by use of a DIN insert. For easy carrying of a scuba cylinder, a valve should have sufficient space to comfortably wrap fingers around without pressing into the base of the valve, accomplished by either valve shape having parts that protrude significantly past the level at which the valve meets the cylinder neck, a high stand off or the preferred scalloped sides which provide grooves for someone's fingers to rest in as found on the San-O-Sub valves which come standard with a Faber cylinder.

Inline valves should be avoided as their compact design compromises the ergonomics when carrying tanks and may confuse members not familiar with the design.

Tanks are to be hydro tested and visually inspected annually as per Australian Standards.

### 4.2 Regulators

Where possible regulators should be standardised by brand and design to make servicing easier and reduce confusion amongst club members. The club has currently standardised on Yoke/A-Clamp Regulators with an integrated dive computer at present. Bottom timers have been replaced with dive computers on all club gear to ensure members are not exceeding their no decompression limits.

Regulators need to be serviced as per manufacture requirements. This can differ according to brand and amount of usage they experience. This will typically result in either yearly or biannual servicing. Regardless of manufacturer requirements, all regulators must be serviced at minimum biannually.

### 4.3 Compressors

Bauer is a world leader in air compressor technology and is the preferred manufacturer when procuring compressor equipment for AUSC. All current infrastructure is from Bauer or designed by Bauer as part of a Bauer engineered compressor system.

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. This standard is specific to commercial operators which typically have significantly higher compressor usage. While AUSC is not commercial we still wish to test our air quality for members. Taking into consideration our reduced compressor

usage compared to commercial entities, typically less than 25% of a commercial operator, input from our service agents and consistency with other community groups we have developed an internal policy to test our air yearly.

Compressor services must be carried out following the manufacturer procedures along with advice from the service agent which would take into consideration the condition of the oil, filter, seals and valves to ensure the servicing interval matches the compressor usage. With lower usage over servicing is possible and the requirements of minor services may be adjusted accordingly to the service agent's suggestions.

Bauer's service schedule is broadly broken down into two categories: Minor servicing which typically occurs every 500 hours or yearly whichever comes first. Major servicing which is done every 2000 hours or every two years whichever comes first.

A minor service regime on the compressor typically includes:

- Visual external inspection looking for signs of wear and tear, rust, contamination and leaks;
- Running and checking operation of ACD, valves, drains, v-belt condition etc.;
- Changing oil, oil filter, air inlet element etc.;
- Testing hose connections, fill whips, pressure reducer and OPV.

A major service regime on the compressor typically includes all the minor service items and:

- Internal Inspection of compressor head
- Replacement of interstage valves
- Changing compressor rings and seals

## 5 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 consider any missing equipment every January and July every year whilst preparing the club's financial statements. Missing equipment should be treated as follows:

- Account for depreciation in expenses up to the date the equipment was identified as missing.
- Create an Extraordinary Item (expense) "Missing Equipment".
- Reverse Accumulated Depreciation on the item to the Extraordinary Item.
- Reverse the historic (original) cost of the asset to the Extraordinary Item.

## 6 Document control

Revision (Date)	Person	Comments
0 (15/11/2009)	<b>Author:</b> David Warren, Treasurer <b>Reviewed:</b> Emily Moskwa, Secretary <b>Approved:</b> Mostyn Walker, President	Document released to club membership.
1 (15/12/2012)	<b>Approved:</b> Sam Owen	
2 (13/10/2015)	<b>Author:</b> David Warren <b>Reviewed:</b> Committee (via Meeting 13/10/2015) <b>Approved:</b> David Warren	Updated to new format. <ul style="list-style-type: none"> <li>Note: Renamed policy from equipment maintenance to equipment management;</li> <li>Split policy so equipment hire is separate policy;</li> <li>Added compressor details and contact.</li> </ul>
3 02 Apr 2023	<b>Author:</b> Tim Brown <b>Reviewed:</b> Committee (via Meeting Date) <b>Approved:</b> Committee (via Meeting Date)	Ref to AU Sport changed to AU Sport & Fitness (letterhead) Delete ref to equip being serviced at ScubaCom. Delete ref to trailer compressor and insert ref to portables. Correct the accounting advice for the treatment of lost equipment.
4 08 Sept 2024	<b>Author:</b> Jade Bruggeling <b>Reviewed:</b> Committee meeting (31 October 2024) <b>Approved:</b> Committee meeting (31 October 2024)	Add emphasis for standardising hire equipment Combine Tank Valve Policy into Equipment Management Policy Remove preferred vendors from policy due to business closures Changed regulator servicing schedule to current club practises Changed language in compressor servicing to take into consideration low usage situations and provide additional clarification on differences in minor vs major servicing