



Document Number	Acquisition of Equipment SOP, D.1.01
Owner/Contact Information:	
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Related Policies and Procedures	

1. Purpose/Introduction

The purpose of this Standard Operating Procedure is to document the process for securing staff input in the selection of new equipment and major shop tools.

2. Definitions

N/A

3. Procedural Steps

3.1 The work group supervisor will maintain an accurate and detailed inventory list of existing major shop tools and equipment including the manufacturer, model, type, serial number, and condition. Rating of existing condition will be good, fair, and poor. The information should be kept on the Facilities network drive and updated at least quarterly by the supervisor.

3.2 Every three months the supervisor will review the existing tool and equipment inventory list and ask for recommendations for items that need to be replaced or added. This should include all staff that could be using the tools or equipment. The TMA system will generate a Work Order/PM to every supervisor as a reminder to ensure this occurs.

3.3 The supervisor will add any recommended replacement or new/used equipment to the existing inventory list including the manufacture, type, model, price, and availability. List should also include justification as to why a specific tool or piece of equipment is being recommended. The option of used equipment, if it is available, with a warranty per the State Guidelines that purchasing can help us with is an available option, and its priority (high, medium, or low).

3.4 Supervisors will present the updated tool and equipment list to their manager each quarter. Managers will share the updated list with other supervisors under his/her chain of command so that supervisors are informed of the available equipment in their department and the proposed new equipment. Managers will present updated lists to the Directors quarterly, beginning on or about July 15th of each year.

3.5 Managers will consider, where feasible, requesting the supervisor to schedule a demonstration of the recommended tool or equipment for staff to evaluate before moving forward with the purchase.

3.6 Within 30 days from receipt of the new tool or equipment all employees that may be use it must be trained on correct and safe usage before it is placed in service. Where appropriate, managers should include training by the seller of the equipment in the procurement specifications.

4. Forms, Tools, Etc.

N/A

5. Revision Table

Revision #	Section #	Summary of Changes	Approval Date