

Use of National Plan Equipment for training and exercises

Reference	Deployment of National Plan Equipment (NP-GUI-001) , Demobilisation of Equipment (NP-GUI-024) , National Plan Equipment Hire-out rates .
Purpose	<i>AMSA will make National Plan equipment available for use by Jurisdictions for the purpose of training and exercises. Equipment MUST only be operated by qualified, trained and licensed personnel using appropriate methods and standards of operation.</i>

The following guidance outlines the procedure for utilising National Plan Stockpile equipment for the purpose of training and exercises*

*Requests for the use of equipment for an **incident** can be made by phoning 1800 641 792.

Conditions of use

It is the **responsibility** of the State/NT to ensure that equipment is only operated by qualified, trained and licensed personnel using appropriate methods and standards of operation.

Equipment Standard Operating Procedures (SOP's) are kept within each equipment storage facility and are also available on the [NEMO public portal](#). Copies of the SOP's can also be obtained by emailing RAMNnpPEquipmentUse@amsa.gov.au

Requests of use

Requests A request to access National Plan equipment can be made by completing the attached form and returning it to RAMNnpPEquipmentUse@amsa.gov.au

- Requests for the use of equipment, must be made at least four weeks prior to the planned exercise/training date. Upon receipt of request, AMSA will confirm arrangements for the use of equipment.

Borrower/ Contractor responsibility

- It is the responsibility of those using the equipment to ensure that equipment is in working order prior to use.
- It is important to note that AMSA operates a tagging system, where equipment is tagged for serviceability:
 - Green equates to serviceable
 - Red equates to unserviceable
- Contractor personnel who are responsible for transporting equipment must ensure all appropriate licences and qualifications are current.
- The contractor is also responsible for the safe storage of equipment from the time it leaves the stockpile to the time it is returned.

Safety measures

- A 'Job Safety Analysis' is required to be undertaken prior to the use of any equipment.
- A safe workplace must be maintained at all times.
- All equipment must be operated consistent with SOPs.

Returning equipment

All equipment must be returned as it was found (clean, dry and in working order).

AMSA should be notified immediately, if any of the following occur:

- Equipment damage
- Breakages
- Possible safety issues
- Any WH&S incident as a result of equipment or associated operations.

Damaged goods

If it is found that equipment is not returned in a satisfactory condition, the cost associated with restoring it to an acceptable standard may be charged back to the borrower.

National Plan equipment will be provided at no charge to jurisdictions when used for the purpose of training and exercise



REQUEST TO USE NATIONAL PLAN EQUIPMENT

Please complete and email to: RAMPnpPEquipmentUse@amsa.gov.au

Contact details

Contact person

Organisation

Phone

Mobile

Email

Hire details

Course / Exercise location

Course / Exercise dates

Date equipment will be picked up

Time equipment will be picked up

Date equipment will be returned

Time equipment will be returned

Equipment required

I agree that it is my organisations responsibility to ensure all equipment is returned clean and in a serviceable working order.

Name of person submitting request

Signature

Date received by AMSA

Approved
Not approved

Approving officer

Signature

AMSA298 (2/18)

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