USING NATIONAL PLAN STOCKPILE EQUIPMENT FOR TRAINING

The following outlines the steps for utilising National Plan Stockpile equipment for the purposes of training.

AMSA will make National Plan equipment available for use by State/Territory authorities on the understanding that the equipment will only be operated by qualified, trained and licensed personnel using appropriate methods and standards of operation.

All equipment Standard Operating Procedures (SOP’s) can be found in hard copy within each storage facility. Alternatively SOPs can be downloaded at:

<https://amsa-forms.nogginoca.com/public/equipment.html?loc=%2Fapi%2Fv1%2Fasset%2F2615901>

1. To access National Plan equipment, requests should be forwarded to

rampnppequipmentuse@amsa.gov.au - see following request form.

1. Stockpile equipment is only to be used after a request in writing is submitted to AMSA four weeks prior to any training/exercise dates and approved. (See attached application form on reverse side of this document). AMSA will confirm arrangements for use of equipment.
2. While AMSA believes its equipment is stored in good working order it is recommended that an agency check equipment prior to training.
3. AMSA operates a tagging system, where equipment is tagged for serviceability. Green equates to serviceable and Red to unserviceable.
4. Contractors responsible for transporting equipment must ensure all appropriate licences and qualifications are current.
5. The contractor is responsible for the safe storage of equipment from the time it leaves the stockpile to the time it is returned.
6. A Job Safety Analysis is required to be developed prior to undertaking the activity using the equipment courses prior to delivery.
7. A safe workplace must be maintained at all times.
8. All equipment must be returned, cleaned, packed and in good working order.
9. AMSA should be notified by phone or the above email within 24-hours if any off the following occurs.
	1. Unexpected wear and tear
	2. Breakages
	3. Equipment not returned as it was found (clean and dry)
	4. Possible safety issues
	5. Any WH&S incident as a resulting from the equipment or associated operations
10. If it is found that equipment is not returned in a satisfactory condition any costs associated with returning it to an acceptable standard may be charged back to the company requesting the equipment.

**Contact details**

Contact Person Name



Organisation



Phone  Mobile 

Email



Course / Exercise Location



Course / Exercise Dates



Date equipment to be collected  Time equipment to be picked up (24hr) 

Date equipment will be returned  Time equipment will be returned (24hr) 

**Equipment required** (use separate page if insufficient space)











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

 