**Extract from Code of Practice**

**12. Loan Equipment**

12.1 **Lifejackets-** The Club has purchased a number of Children’s lifejackets for the use of members These will be inspected for serviceability periodically by the QM, who will also sign the loan sheets at this time. Lifejackets that are found to be damaged will be removed and if the damage is found to be through improper use, the Club will make every effort to reclaim coast from the perpetrator. Natural wear and tear will be seen to as and when necessary.

* 1. **Tools-** The Club has purchased a number of tools for the use of members These will be inspected for serviceability periodically by the QM, who will also sign the loan sheets at this time. The QM will also arrange PAT test for necessary items when needed. Tools that are found to be damaged will be removed and if the damage is found to be through improper use, the Club will make every effort to reclaim coast from the perpetrator. Natural wear and tear will be seen to as and when necessary. Consumable items such as buffer pads hacksaw blades are expected to be replaced by the user.
	2. **Rules for Loan of equipment**- **Tools**. All individuals must fill out the Loan Sheet even if they use the tools in the Clubroom.
		1. All used/worn disposable items e.g., Hack Saw blades, drill bits, buffer pads should be reported beside the item on the Loan Sheet and replaced by the member at their earliest opportunity.
		2. Any damaged item (Tools or Lifejackets) not fit for purpose should be reported beside the item on the Loan Sheet and not used.
		3. **Lifejackets** should be checked for serviceability by the signing member before use.
		4. **Lifejacket** manufactures instructions on use **must** be read before use PTO
		5. If submerged **lifejackets** should be returned after rinsing in fresh water and drying.
		6. The **lifejackets** are for members who have children sailing with them as an exception, they are not for families to sign out every time they sail. In that case skippers/parents/guardians should purchase their own equipment.
	3. Misuse of any loan equipment may lead to a request by the Club for the cost of replacement.
	4. The Lifejackets and tools will be inspected on a regular basis by the Clubs Quartermaster.

*See Annex F of the Code of Practice overleaf for list of items available*

|  |  |  |  |
| --- | --- | --- | --- |
| First Name |  | Surname |  |
| Boat Name |  | Berth (& Marina if not Shotley) |  |
| Signed out on (Date) |  | Signed in on (Date) |  |
|  | **Equipment (comment on condition before or after if necessary)** | **Tick if used** |
| 1 | Electricians Fish Tape (for chasing mousing lines) |  |
| 2 | Buffer |  |
| 3 | Chisels |  |
| 4 | Drill Bits Set |  |
| 5 | Files Metal |  |
| 6 | Measure Tape 5m  |  |
| 7 | Measure Tape 30m |  |
| 8 | Multi Meter (Waiting purchase) |  |
| 9 | Oil Change Pump and Tank |  |
| 10 | Oil Filter Remover Rubber Clamp |  |
| 11 | Tap and Die set for cutting threads |  |
| 12 | Saw Tenon |  |
| 13 | Saw Wood |  |
| 14 | Saw Hack |  |
| 15 | Screw remover |  |
| 16 | Screw Tap & Dye set (Waiting purchase) |  |
| 17 | Square |  |
| 18 | Stay Tension Gauge |  |
| 19 |  |  |
| 20 |  |  |
|  | Lifejacket sizes to age are only a guide, please ensure the Jacket fits correctly |  |
| A | Lifejacket 10-20kg Guide Age 1-6  |  |
| B | Lifejacket 10-20kg Guide Age 1-6  |  |
| C | Lifejacket 20-30Kg Guide Age 6-9  |  |
| D | Lifejacket 20-30Kg Guide Age 6-9  |  |
| E | Lifejacket 20-30Kg Guide Age 6-9  |  |
| F | Lifejacket 30-40Kg Guide Age 9-12  |  |
| G | Lifejacket 30-40Kg Guide Age 9-12  |  |
| H | Lifejacket 30-40Kg Guide Age 9-12  |  |
| I |  |  |
| J |  |  |
|  | We ask that you replace any disposable items (e.g., Hack Saw blades, Drill bits, buffer pads etc) as you use them. Please comment in any faulty equipment beside the item.  |  |
|  | Please write down anything that you think would be useful to other members |  |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| I believe that I have returned all equipment and listed all defaults | Please Sign | Quartermaster to sign after check |  |

Annex F to Code of Practice 2021

Event Planner