

PALINGGAT OORD	DOC No	POL-011
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	DATE	13/09/21
EXPIRED EQUIPMENT/TOOL POLICY		

- When equipment and / or tools appearing on the Palinggat Resort inventory are broken, destroyed, stolen or redundant or expired, the following must be done.
 - If it cannot be repaired and no longer be used, it must be seen as garbage and destroyed or discarded accordingly.
 - If stolen or lost, it is within the Resort Manger discretion whether it has to be reported to the SA Police Service and / or Insurance to be able to recover potential damage.
 - It is the responsibility of the Administrative Officer to keep the inventory up to date and to make the necessary changes as appropriate. At the same time, these changes must be disclosed to the Bookkeepers in order to adjust the assets register.
 - Equipment and / or tools as well as furniture must be declared outdated by the Resort Manager and one Trustee member. Outdated equipment and / or tools and furniture must then be classified as scrap or destined for auction.
 - It is the responsibility of the Resort Manger to bring to the attention of the Administrative Officer in writing all the equipment and / or tools and furniture that has been worn out in order to enable it to update the asset register.

REV N°.	STATUS / CHANGE	DATE
1	and one Trustee member changed to Tecnicsl Committee	13/09/21