	Document Title	Equipment for Training Services Policy		
	Doc. Number	TRA-POL-011	Doc. Owner	Head of Training and Development
	Author	Angela Byrne	Revision	Rev. 02
	Reviewed by	Angela Byrne	Approved by	John Kelly
	Next Review Date	17/08/2024	Approved Date	17/08/2023

1. Policy Statement

At Shorcontrol Safety we are committed to providing excellent training and educational services and experiences. It is our policy therefore, to provide safe and effective working equipment for use in relevant training courses.

2. Purpose

The purpose of this policy is to outline the standard of selection and care for equipment used in training courses offered by Shorcontrol Safety.

3. Scope

The scope of this policy will apply to all equipment used in training courses in which Shorcontrol Safety is the supplier or provider of the equipment. This policy applies to all tutors and staff who administer courses on behalf of Shorcontrol Safety.

4. Definitions

Term	Definition


5. General Policy Guidelines

5.1 Selection of Equipment

- The kind and type of equipment needed for the administration of any course offered through the company must be explicitly detailed in the course lesson plan.
- Personnel responsible for the development of training courses should detail the equipment, and any particular components of the equipment needed, to ensure they are fit-for purpose for the requirements of the training course.
- Equipment should be detailed to communicate the base requirements; parties should avoid requiring brand-specific equipment when at all possible.

5.2 Availability of Equipment

- Shorcontrol Safety will supply all necessary equipment for training courses when specific pieces of equipment are required by the course.
- Shorcontrol Safety will ensure that the correct type of equipment is available for courses whenever supplied by a third-party or the delegate.

	Document Title	Equipment for Training Services Policy		
	Doc. Number	TRA-POL-011	Doc. Owner	Head of Training and Development
	Author	Angela Byrne	Revision	Rev. 02
	Reviewed by	Angela Byrne	Approved by	John Kelly
	Next Review Date	17/08/2024	Approved Date	17/08/2023

- Shorcontrol Safety tutors must ensure that the equipment is of the right type and specification.
- Shorcontrol Safety tutors must ensure that the equipment is functional, has the applicable certifications and can be used for training in a safe manner.

5.3 Maintenance and Storage of Equipment

- Shorcontrol Safety will ensure that all supplied equipment is properly maintained per the manufacturer's instructions.
- Shorcontrol Safety must ensure that all supplied equipment is properly calibrated, serviced and certified by the relevant requirements for the equipment and/or the course.
- Shorcontrol Safety will ensure that all equipment is stored correctly
- Shorcontrol Safety will ensure that all new equipment is inspected previously by a competent member of staff before being used for training purposes.

6. Responsibilities

Employee Title/Classification	Responsibility
Directors, Top Management & Senior Management	To ensure the necessary resources are available within the organisation for the implementation of this policy. To ensure the contents of this policy are implemented effectively. To investigate and act upon any breaches or violations which may arise or be reported from individuals citing behaviour related to this policy.
Employees/ Staff/ Instructors/ Sub-contractors	To adhere to the requirements set out in this policy. To report any breaches or violation of this policy to top/senior management for investigation and resolution.


7. Enforcement

Employee Title/Classification	Responsibility
General Manager, Head of Training & Development	Has the discretion of determining the repercussion on the discovery of any member of staff, tutors, managers, visitors, or subcontractor's unacceptable behaviour related to this policy. Has the discretion of determining the repercussions on the discovery of a manager or assigned responsible personnel's failure to enforce or follow this policy or its procedures.

8. Related Information and Documents

Document ID	Title
TRA-FM-008	Facilities & Resources Requirements Checklist

9. Policy Review

	Document Title	Equipment for Training Services Policy		
	Doc. Number	TRA-POL-011	Doc. Owner	Head of Training and Development
	Author	Angela Byrne	Revision	Rev. 02
	Reviewed by	Angela Byrne	Approved by	John Kelly
	Next Review Date	17/08/2024	Approved Date	17/08/2023

This procedure shall be reviewed when:

- There is a change of General Manager or Head of Training & Development at Shorcontrol Safety.
- There is a change in any of the related policies or procedures found in section 8. *'Related Information & Documentation'* of this document.
- As prescribed in Shorcontrol Safety's policy and procedure review schedule.
- As determined or requested by the General Manager at Shorcontrol Safety.

Revision Date	Author with Title	Description
01/03/2021	Adam Romans, Quality Coordinator	Initial release of policy.
17/08/2023	Angela Byrne, QHSM	Rev. 02 document reformat and update.