



Policy Document

Equipment Maintenance Process Policy

Date reviewed	Author/Modifier
24/09/19	Office Manager

Policy Rationale and Purpose

The policy is designed to ensure all equipment meets industry standards for the conduct of gymnastics and its disciplines within the facility. This policy covers both sport specific and non-sport equipment (i.e. computers etc.) relevant for the ongoing operation of BTYC Gymnastics.

In addition this policy ensures that all equipment and maintenance information is held in a central database, so that information is always the most recent, inventory is auditable, inventory can be transferred, inventory can be returned and instant reporting is available to key stakeholders.

Policy Description

Gymnastics Equipment will be provided at BTYC Gymnastics to current FIG and/or industry specifications. Equipment suppliers will be required to meet all specifications when quoting for and supplying sports specific equipment to BTYC Gymnastics Club.

Equipment Registry and Review

All data relating to sporting equipment and consumables that is required for the operation and facilities at BTYC Gymnastics, will be input and maintained in the Equipment and Asset registry.

All inventory maintenance is conducted based on the information on the registry. All inventory is to include the date of procurement, date of review and potential date of replacement. The Equipment listed on the registry, will receive a full structural review once per term using BTYC's official review document. This review will be conducted by a Program Manager.

In addition to this quarterly registry and review process, there is also a Daily OHS sign off, which is to be conducted every working day by a Program Manager, prior to class beginning. Using the clubs official daily review, the program manager will accept or decommission all equipment to be used that day.

Any equipment deemed to be unsafe or potentially dangerous is to be removed from the field of play immediately, until repairs or replacement is arranged.

BTYC is committed to ensuring that all equipment within the facility is safe and in good working order and that every effort is undertaken to identify any faults or damage in a timely manner.

