Equipment loan practice

1. Borrowing the demonstration kit

Fictional training document. This is not a workplace policy.

The demonstration kit may be borrowed for up to three working days, only after the equipment coordinator confirms the booking.

A requested booking is not a confirmed booking. Keep the confirmation with the loan record.

Ask the equipment coordinator for an extension before the due date. An extension is not automatic.

Report a visible fault before using the kit. The coordinator's name and contact details are not supplied in this document.

Equipment loan practice

2. Briefing and missing information

Fictional training document. This is not a workplace policy.

An optional equipment briefing is proposed for 30 October 2026. Its time, location and presenter have not yet been confirmed.

The proposed briefing does not change the loan conditions in section 1.

Do not bring customer or employee records to the practice briefing.

Confirm operational questions with the equipment coordinator through your approved workplace route. No contact address is given here.