



## Company Tools/Equipment Management

### Procedure:

#### Tool Assignment:

- A. **Order Tool/Equipment from Shop:** Contact Shop Administrator, via phone, text, email, minimum of 2 days prior to needing tool or equipment. This allows ample time for research, evaluation and preparation of tool/equipment and Tool Transfer document. A Tool Transfer document **MUST** be completed and signed prior to release of tool or equipment
- B. **Field Transfer:** Tool Transfer document must be completed — fully and accurately by completing all sections of the document. Using your company phone take a picture of the Tool Transfer document and the tool showing serial number and other identification such as TAW identification number; send to [clinsday@tawoods.com](mailto:clinsday@tawoods.com) and [cdiccico@tawoods.com](mailto:cdiccico@tawoods.com). The hard copy of the Tool Transfer document will be returned to the office in your next Weekly Envelope.
- C. **Tool Tags:** All tools will be Tagged either Red or Green when leaving the shop **AND** when returning. Red — needs repair, complete tag in detail. Green — complete tag.

#### Tool Purchase:

- A. **Purchased through Shop Administrator:** after discussing tool purchase needs with PM. PM will give Shop Administrator permission to purchase.
- B. **Emergency Field Purchase:** First contact is PM who will regulate the purchase of the tool. No purchases are to be made without approval of PM. If emergency purchase is approved, Tool Transfer document must be completed in detail and receipt must be attached. Follow procedure listed under Field Transfer. Tool will be assigned a TAW inventory number.
- C. **Accounting will do a regular sweep of all tool purchase orders and invoices.** This will alert Shop Administrator and PM of all tool purchases to ensure procedures are being followed and tools assigned appropriately.



## Tool Return:

- A. **Tools in Need of Repair/Disposal:** Return to shop with Red Tag attached. Red Tag should be completed in detail.
- B. **Workable Tools:** Return to shop with Green Tag attached. Green Tag should be completed in detail.
- C. **Tool Drop:** Tools dropped at the Shop without tagging/identification will not be researched. Tools will remain on the superintendent's/foreman's assigned tool list. Employees are responsible for assigned tools. Internal spreadsheet system with cross referencing will be used for tool and equipment assignment and accountability.

**If you have questions regarding the procedure, contact Shop Administrator Chris DiCicco.**