



Effective Date: 01 June 2023

1. Introduction

The Equipment Care Policy outlines the guidelines and procedures for the proper care, maintenance, and management of equipment owned or used by the Historic Army Aircraft Flight (HAAF). This policy aims to ensure the longevity, functionality, and safe operation of equipment while minimizing downtime and unnecessary repair costs.

2. Scope

This policy applies to all employees, volunteers, contractors, and any individuals who are authorized to use HAAF's equipment. It covers all types of equipment, including but not limited to aircraft, vehicles, machinery, tools, computers, and electronic devices.

3. Responsibilities

a. Equipment Users:

- Users shall operate equipment according to the manufacturer's instructions and any additional guidelines provided by HAAF.
- Users shall promptly report any equipment malfunctions, damages, or safety concerns to the appropriate authority within HAAF.

b. Equipment Custodians:

- Custodians shall ensure that equipment is properly maintained, cleaned, and stored when not in use.
- Custodians shall conduct regular inspections and preventive maintenance tasks as specified by the manufacturer or HAAF's maintenance schedule.

c. Equipment Maintenance Personnel:

- Maintenance personnel shall perform scheduled maintenance, repairs, and inspections of equipment as required.
- Maintenance personnel shall keep accurate records of maintenance activities, including repair history and replacement parts.

4. Equipment Care Procedures

The following procedures should be followed to ensure proper care and maintenance of equipment:

a. Pre-Use Inspection:

- Before using any equipment, users shall conduct a visual inspection to ensure it is in proper working condition, free from damage, and all safety features are functional.
- Users should not operate equipment if any defects or concerns are identified and should report them immediately.

b. Routine Cleaning:

- Equipment shall be kept clean and free from debris, dust, or other contaminants that may affect its performance or longevity.



- Cleaning procedures should follow manufacturer recommendations or HAAF's guidelines for specific equipment types.

c. Preventive Maintenance:

- Equipment custodians and maintenance personnel shall adhere to scheduled maintenance tasks as specified by the manufacturer or HAAF's maintenance schedule.
- Preventive maintenance activities may include lubrication, calibration, filter replacement, and other routine tasks necessary for optimal equipment performance.

d. Storage and Security:

- Equipment shall be stored in a clean and secure location when not in use, following any specific storage requirements provided by the manufacturer or HAAF.
- Measures should be taken to protect equipment from theft, damage, and environmental conditions that may affect its integrity.

e. Repairs and Service:

- Equipment malfunctions, damages, or safety concerns shall be reported immediately to the appropriate authority within HAAF.
- Only authorized personnel or qualified service providers shall conduct repairs or service on equipment, following established procedures and safety protocols.

f. Training and Awareness:

- Employees, volunteers, and authorized equipment users shall receive appropriate training on the safe and proper use of equipment.
- Regular training sessions should be conducted to update users on equipment care procedures, safety guidelines, and any new equipment additions or changes.

5. Compliance and Monitoring

HAAF shall monitor compliance with this policy through regular inspections, maintenance records, and user feedback. Non-compliance with equipment care procedures may result in corrective actions or additional training as necessary.

6. Policy Review

This policy shall be reviewed periodically to ensure its continued suitability and effectiveness. Any proposed changes to this policy shall be reviewed and approved by the appropriate HAAF authority.