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**VR HeadSet Borrowing**

**1. Introduction**

This procedure has been established to ensure the borrowing VR Headsets for home work

**2. Purpose**

The procedure is designed to ensure that VR borrowed and returned properly.

**3. Scope**

This procedure applies to all staff wanting to borrow VR Headsets as part working for home, and includes (but is not limited to) Artists, Programmers, Admins.

**4. Procedure**

When ensure proper borrowing and returning VR Head Set for work at home usage by following these steps:

1. Send In Request with QTY and Brand/Model. You will be put in a waiting list.
2. Once Approved. A VR HeadSets will be reserved for pickup.
3. When collecting present staff ID, check condition of headset, sign sign-out form for headset with return date. (Conditions for use in signout form)
4. Clean Headset Prior to return.
5. Return Headset to VR Desk, return fill out return form and note damage/condition.

**5. Version control**

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