

Operations Policy: Equipment Usage & Maintenance

1. Eligibility Rules

- **Eligible Users:** Full-time employees and contractors with prior authorization from the Operations Manager.
- **Ineligible Users:** Interns and part-time employees unless explicitly granted approval.

2. Equipment Usage Rules

- Company equipment (e.g., machinery, vehicles, laptops) may only be used for **official business purposes**.
- Personal use of company equipment is **strictly prohibited**.
- Equipment must be logged out using the **Operations Portal** before use.

3. Maintenance Rules

- Equipment must undergo a **safety check** before each use.
- Any faults or damages must be reported to the **Operations Department within 24 hours**.
- Unauthorized repairs are **not allowed**; only Operations-approved vendors may perform maintenance.

4. Duration of Equipment Use

- Equipment may not be used for more than **8 consecutive hours** without manager approval.
- Overnight use requires **written approval** from the Operations Manager.

5. Safety & Compliance

- Employees must wear **required safety gear** (e.g., helmets, gloves) when using company machinery.
- Failure to comply with safety rules results in **suspension of equipment access**