

	Department Procedure: Job Box Policy	Doc No.: JIC-CS-P-057	Page 1 of 1
	Standard Clause(s)	Revision Date: 9/22/2017	Revised By: V. Frail
		Revision No. 0	Approved By: S. Ditner

Job Box Policy

1.0 Purpose

To outline the requirements and expectations surrounding the Jamesway job boxes.

2.0 Scope

This applies to all Jamesway job boxes.

3.0 References

Job Box Inventory Template – Service Department

4.0 Responsibility

Technicians are responsible for inventory and maintenance of the contents.

Service Managers are responsible for supplying appropriate tools and work equipment.

5.0 Procedure

- 5.1 The Director of Service, Service Managers and Technicians are responsible for determining which tools and other equipment are required for each job box.
- 5.2 The Service Managers are responsible for purchasing the equipment required.
 - 5.2.1 Where necessary, the Service Manager may approve the purchase of a tool or piece of equipment by the technician. This must be approved before purchase.
 - 5.2.2 The job box inventory form must be updated to add the new equipment.
- 5.3 The Service Managers are responsible for maintaining an inventory of tools and equipment and where they are located.
- 5.4 The Service Managers are responsible for maintaining a calibration schedule of all instruments and tools that require calibration i.e. rotary lasers, Electrotherms, manometers etc.
- 5.5 Technicians must inventory the job box when it is transferred into their care, such as when starting a new job site or joining a site in progress.
 - 5.5.1 Any missing or damaged items should be reported to the Service Manager.
- 5.6 All equipment requiring calibration should be checked at the start of each job.
 - 5.6.1 For rotary lasers, follow the instructions in the User Manual to check calibration
 - 5.6.2 For instruments such as Electrotherms and manometers, check that the calibration is not more than 12 months old. Where the calibration is expired, it may be checked against a calibrated instrument of another technician or consultant to verify its efficacy.
 - 5.6.3 Take any equipment not properly calibrated out of service and report to the Service Manager.
- 5.7 All tools and equipment should be placed back in the job box at the end of each work day, except where the equipment will remain set up for the next day's work.
- 5.8 The Technicians are responsible for the day-to-day care of the tools.
 - 5.8.1 All tools should be inspected for wear or damage before each use.
 - 5.8.2 Each tool should be maintained in a clean and working order.
 - 5.8.3 Tools that are damaged or break should be reported to the Service Manager and replaced as directed.
- 5.9 Technicians should maintain the job box locked when it is not in use.
- 5.10 Technicians are responsible for ensuring all tools are replaced in the job box before its care is transferred to another job site and/or technician.

6.0 Revision Table

Revision	Change Description	By Whom	Date
0	Initial Release	G. Palmer	9/22/2017