



CSS 13iii

Annex (iii) Tool Loss

Issued: October 2019

STANDARD: ANNEX (iii) TOOL LOSS

APPLICABILITY:

- All Affected Properties and Staff

The Facilities Management Team (FMT) must ensure all FM Staff are aware of the protocols to be followed in the event of a tool loss.

Annex (iii) TOOL LOSS

Any tool unaccounted for must be reported to the following areas immediately providing a verbal account in regards to the circumstances around the tool loss.

- i) FM Manager
- ii) Security Manager
- iii) Orderly Officer (Oscar 1)

- FM member of staff to carry out a full tool check of his/her tools against their personnel inventory card
- FM member of staff to carry out an immediate and thorough search of the work area
- FM member of staff to remain at the scene
- Restrict all movement to and from the area
- Await further instructions from the Orderly Officer
- FM member of staff must complete and submit an Incident Report Form (IR) to the Security Department as soon as possible

Incident Report

FM Staff without access to the **Incident Reporting system (IR)** must report the incident to the Security/Orderly Officer verbally or in writing who will then ensure the information is recorded on to the **IR** system word-for-word.