

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
GREAT LAKES REGION

GL 6200.6A

10/17/85

SUBJ: GREAT LAKES REGION TEST EQUIPMENT LOAN POOL

1. PURPOSE. This Order establishes responsibilities and procedures for the loan, maintenance, and calibration of test equipment in the regional loan pool.
2. DISTRIBUTION. This Order is distributed to branch level and above in the Airway Facilities Division and to all Airway Facilities Field Offices.
3. CANCELLATION. Order GL 6200.6, dated April 21, 1978, is cancelled.
4. PROCEDURE. All test equipment in the regional loan pool shall be in the custody of AGL-431 and shall be stored at the Regional Warehouse.

a. Loan Request. A loan request of loan pool test equipment shall be made to AGL-431 verbally or on a Speed Memo, FAA Form 2800-1. The office/sector requesting a loan of test equipment, in advance, shall prepare a loan request on a Speed Memo, FAA Form 2800-1, and submit it to AGL-431. The request should include the consignee shipping address, a description of the equipment required, and date required. Response to verbal requests will be on a "first come - first served" basis unless the need is of an emergency nature. Loan requests from the field should have prior approval from the appropriate Sector Office. Regional engineers requiring test equipment loans for a local project may make the request verbally and receipt for the equipment when they pick it up at the Regional Warehouse.

b. Emergency Loan. Should the occasion arise where a field facility requires immediate use of test equipment, notify AGL-431 directly by phone and AGL-431 shall take action to provide the required shipment. Use of this emergency procedure should be the exception rather than the rule.

c. Release of Equipment. Upon receiving a loan request, AGL-431 will take action to release the required test equipment. Pick-up and delivery of loan pool test equipment will be arranged and coordinated by the receiving AFS with AGL-431. In cases when a shipment of the test equipment is necessary, AGL-431 will be responsible for packaging and shipping charges to the AFS, and the sector will provide the same services for the return shipment.

d. Return of Equipment. The test equipment shall be returned to the Regional Warehouse, AGL-431, immediately after use. The maximum loan period normally shall be 30 days after receipt. If the equipment will be needed for a period longer than 30 days, it should be so stated on the loan request. AGL-431 will maintain a suspense on loaned equipment. The office returning the equipment shall report any malfunction of or damage to the equipment.

Distribution:

A-X(AF)-3; A-FAF-0 (LTD)

Initiated By:

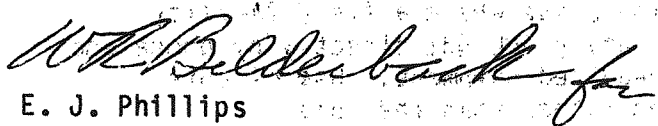
AGL-430

e. Documentation of Loan. AGL-431 will prepare a Memorandum Receipt, FAA Form 4650-11, to document all loans of test equipment. When equipment is picked up at the Regional Warehouse, the Memorandum Receipt will be prepared in two copies. The individual receiving the equipment will sign one copy of the form, which will be placed in AGL-431's suspense. The other copy will be retained by the individual. When test equipment is being shipped to field offices or facilities, AGL-431 will prepare the Memorandum Receipt in four copies. One copy will be retained in suspense by AGL-431, and three copies will accompany the equipment to the consignee, who will return one signed copy indicating receipt to AGL-431. When the equipment is returned to the Regional Warehouse, it will be accompanied by one copy of the Memorandum Receipt. AGL-431 will acknowledge return and send the copy back to the shipper. AGL-431 will post the return on the Equipment Loan Control Card, GL Form 1760-3, and then all copies of receipts will be disposed of.

5. RECORDKEEPING. AGL-431 shall maintain an Equipment Loan Control Card, GL Form 1760-3, on each piece of equipment in the regional loan pool. The date and name of the person/office removing the equipment from the loan pool shall be indicated on this card.

6. MAINTENANCE, REPAIR, AND CALIBRATION OF TEST EQUIPMENT. AGL-431 shall be responsible for maintenance, repair, and calibration of test equipment in the regional loan pool. All test equipment requiring calibration will be current when loaned out to the field offices or facilities. In cases where calibration expires while in the field, arrangements will be made with AGL-431 to insure equipment is calibrated. All returned test equipment shall be checked by AGL-431 personnel before the next usage.

7. ANNUAL INVENTORY AND REVIEW OF TEST EQUIPMENT LOAN POOL. Annually, during the month of January, AGL-431 shall conduct an inventory of test equipment in the regional loan pool for the purpose of verifying property records. A review shall be made of equipment utilization and condition to identify items of equipment no longer required in the pool or which require replacement due to condition or obsolescence.



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