

Transfer of Care of CDRS-Owned Equipment

Type of Unit

Make Model

Serial number

Person or storage location releasing the equipment (A Test-entry)

Condition at handover (indicate 'no change' if entries on issuer's receipt are still true)

Physical:
Existing holder writes here

Functional:
Existing holder writes here

Accessories on record (check= should be present)	Vertical Amplifier, Hewlett-Packard 1804A , SN (see mainframe entry) <input checked="" type="checkbox"/>
	Vertical Amplifier, Hewlett-Packard 1804A , SN (see mainframe entry) <input checked="" type="checkbox"/>
	Timebase, Hewlett-Packard 1820B , SN (see mainframe entry) <input checked="" type="checkbox"/>

Details of Transfer

Date transferred: *Existing or new holder enters date*

Place of transfer: *Existing or new holder enters place*

Terms of new possession (mark the one applicable or delete the rest):

~~Personal short-term (CDRS member) (4 weeks)~~

~~Long-term 'background' storage, own usage optional (Until recalled by cttee or agreemt)~~

~~Loan for repair and/or test (Until work completed or interrupted)~~

~~CDRS activity (Until activity completed or interrupted)~~

~~Special non-member concession (To be determined)~~

~~Hire (1 week, or by individual agreement)~~

→ Disposal by sale (agreed with buyer at transfer) (permanent) ←

~~Disposal as gift (permanent)~~

Equipment Received as detailed above: signed *New holder signs if accepting as above*

Please print name and callsign *New holder prints name etc*

Comments to be recorded

Any comment required by either party

The equipment should be returned to the CDRS Equipment Manager or a CDRS Committee member if its operating or physical condition changes in the course of a loan, unless otherwise agreed. If it is transferred directly to another borrower, please note its condition and the transfer details above, obtain the borrower's or authorised representative's signature and send this form to the CDRS Equipment Manager so that records of the equipment's availability and history can be kept up to date.

Chester and District Radio Society
Procedure for Handover of CDRS Equipment
(on loan terms, or prior to disposal)
Last revision: 7th February 2011

This preprinted transfer form will be required at the point of handover. If it is mislaid, please contact the EM* in time for him to provide a replacement.

'Must' is used not to express a top-down attitude but to state a requirement to help ensure that members responsible for safeguarding CDRS assets (ultimately the Committee) are able to fulfil this part of their role.

The existing holder must present the form at handover, with the statement of the equipment's condition completed under 'Condition at handover'. (*Suggestion: if nothing has changed, copy the entries from those on your copy of your signed receipt; 'No change' alone might be truthful, but it would usually be unfair to expect the new user to sign to it, the more so as it passed down the chain.*)

If the prospective borrower of the equipment agrees

- with the statement of condition
- that the equipment (including accessories) is as stated
- to accept custody of the equipment on the loan terms marked on the form:

the form must be completed with

- the date and place/occasion of the transfer (eg a QTH or CDRS meeting)
- clear indication of the loan terms selected and agreed with the new borrower
- the new borrower's signature and legible name

in the spaces provided.

On receipt of the signed copy, the EM will enter new information into the database and provide the new user with a photocopy of his signed form; also a new preprinted transfer form ready for the next transfer, if the range of loan terms passed on by the new user to his successor will be known. **

Fault Reports

A preprinted fault report label or form (normally clear) should accompany the equipment. If one stating a fault is present instead, the transfer form to be signed should state the fault in one of the 'Condition at handover' boxes. This ensures that the EM knows of the fault, and warnings etc pass from user to user, while the label stays attached to the equipment. When faults are cleared, the EM will readily issue a blank or updated label in place of the old one.

Equipment held by the EM

If the EM, acting merely as intermediary, receives healthy equipment back from loan before anyone else needs it, the loan terms available for his custody are the same as for any other CDRS member, except that if a fault is then discovered, the equipment remains with him pending discussion with the Committee and whatever action should ensue.

*Equipment Manager, AKA Equipment Officer or Asset Manager

**Not all transfer terms approved by the CDRS committee are shown on all transfer forms, in order to save space and because not all are appropriate options for all transfers. If the new user prefers, the EM can issue a new form later, when the new user knows the next user and the group of loan options likely to be needed. When the EM is the next recipient, he will print a new form and complete it himself as for any other member.