

POLICY FORM: TEMPLATE TO SHARE

Policy Area: Equipment and Facility Use	Subject: GIS Equipment Use
Title of Policy: Use and Care of Company GIS Equipment	Number:
Effective Date: February 1, 2013	Page Number:
Approved Date: Revision Date:	Approved by:
<p>1. Rationale or background to policy: GIS equipment used by field staff in the normal course of collecting on-site data is a capital investment of the company and in some cases may actually be owned by clients to whom APCS is responsible for the care and return of the equipment. As such, it must be clear in all cases where the level of responsibility is within projects relating to this equipment.</p> <p>2. Policy Statement: It is the responsibility of every individual employee and subcontractor who uses company equipment to ensure that it is cared for when in their possession and returned in the same condition received when use of the equipment is finished. Therefore, the following procedures apply for the check-out, use and maintenance of equipment and supplies.</p> <p>3. Procedures: Prior to, during and post to HCV field assessments all teams shall ensure that the following occur:</p> <p>A. Prior to the survey each GPS unit and digital camera will be labelled. This label for GPS units will consist of the letter GR for Riau, GJ for Jambi and GK for Kalimantan followed by consecutive numbers from 1 to the last GPS unit. This label for digital cameras will consist of the letter CR for Riau, CJ for Jambi and CK for Kalimantan followed by consecutive numbers from 1 to the last digital camera unit.</p> <p>B. Before releasing GPS equipment, the team data management assistant will perform an equipment check to ensure:</p> <ul style="list-style-type: none"> • Unit is working properly; • Batteries are fully charged; • Memory card has enough space to hold field data collection; • Check GPS setting, make sure WAAS is turned on, track setting is set to record vertex at 20 meter interval, track is on and the track will be stored on the external memory card and the option of displaying data is set to “wrap when full”; • Have at least two sets of spare battery (one battery should last for 15 – 18 hours); • For the GPS with camera, make sure photos have all been downloaded and emptied from memory card; • The name of the assessor who is going to use/responsible of that particular GPS should be written down on the form [xxx form]. Name of the person, the date when the GPS is taken and the date when it is returned is very important. Besides for inventory 	

purposes, this could also help in tracking what data has been collected by whom in the case of unclear, doubt, or question arising on any particular data; and

- Have each assessor responsible for the GPS unit sign a form indicating they are responsible to care for and return the equipment in good working order and if they do not do so, may be charged at replacement cost.

C. Before releasing a digital camera, the team data management assistant will perform an equipment check to ensure:

- Unit is working properly;
- Battery is fully charged;
- Camera time and date is set to correct date and time;
- Memory card is empty;
- Camera and its lens is clean;
- Take a picture of GPS screen that shows time;
- The name of the assessor who is going to use and be responsible for that particular digital camera shall be written down on the form [xxxx form]. Name of the person, the date when the digital camera is taken and the date when it is returned is very important. Besides for inventory purposes, this could also help in tracking what data has been collected by whom in the case of unclear, doubt, or question arising on particular data; and
- Have each assessor responsible for the GPS unit sign a form indicating they are responsible to care for and return the equipment in good working order and if they do not do so, may be charged at replacement cost.

D. Following completion of field work the team data management assist will ensure that all checked out equipment has been returned and is working properly.

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