

# Bristol Exploration Club

Wells Road, Priddy, Somerset, BA5 3AU

www.bec-cave.org.uk

01749 672 126



## Borrowing Club Equipment FAQ

### Q1. What does FAQ mean?

A1. FAQ stands for Frequently Asked Questions. This guide has been written to help answer your common questions relating to borrowing club equipment.

### Q2. How do I know what equipment we have in the store?

A2. There is a list of all club equipment posted on the wall of the Tackle Store. This will be kept up to date as more equipment is added. It is also planned to eventually put a list of all club equipment in the members' only area of the website. Watch this space!

### Q3. So how do I go about borrowing some equipment then?

A3. On pegs in the tackle store you will see three clipboards. The first board holds blank forms, the second holds forms for equipment which is currently out on loan and the third is for forms which have been completed now the equipment has been returned.

1. Take a blank form and assemble all of the equipment you need to borrow.
2. Write in the equipment tags for ALL equipment you are borrowing e.g. L01 (for ladder 1), SP01 (for spreader 1) etc. The equipment tags are on the equipment.
3. Inspect the items you are borrowing thoroughly. Tick the box on the form to say that you have inspected them and are happy that they are safe to use. If there is any minor damage, make a note of it in the Comments box on the form. If you have no comments, write NONE.
4. Complete the date borrowed, expected return date, name and signature boxes.
5. Place the form onto the second clipboard for equipment on loan.
6. Take your equipment and have fun. 😊

### Q4. Ok, I have been off and had fun and now I want to return the equipment. How do I do that?

1. Thoroughly wash and inspect all equipment borrowed.
2. Collect your form from the equipment on loan clipboard.
3. Fill in the usage estimate and type box for all equipment. E.g. If you borrowed a piece of dynamic rope, did you use it as a handline or for a lifeline on a ladder? How many people were in the group and hence used it?
4. Complete the cleaned and post use inspection completed box. Write INSPECTED, followed by any comment on condition or damage. If there are no comments to make write NO COMMENTS.
5. Write the date each individual item is returned in the right hand column.
6. If any equipment has been damaged and requires further inspection by the Tackle Warden place it in the OUT OF SERVICE box in the tackle store, complete a damage report and place in the "Damage Reports" tray in the Tackle Store.
7. Place all serviceable equipment back in its appropriate position in the store.
8. When all equipment has been returned, complete the date returned, name and signature boxes.

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### **Q5. I have found a piece of equipment with no tag. What do I do?**

A5. Place in the OUT OF SERVICE box in the tackle store, complete the un-shaded boxes on a damage report and place in the "Damage Reports" tray in the Tackle Store. Equipment must not be borrowed if it has no tag as we cannot then keep an accurate picture of its usage.

### **Q6. I have found a damaged piece of equipment while getting ready to borrow some equipment. What do I do?**

A6. Place in the OUT OF SERVICE box in the tackle store, complete the un-shaded boxes on a damage report and place in the "Damage Reports" tray in the Tackle Store. Don't leave it in the store for someone else to borrow!

### **Q7. I want to go caving off Mendip. Can I borrow club equipment?**

A7. If you want to borrow equipment for any longer than 1 week then you must get the permission of the Tackle Warden. Borrowing equipment for use off Mendip is not a problem, but please bear in mind that the equipment in the tackle store is primarily for use on Mendip and we have limited supplies. Therefore, if you want to go off Mendip caving I would ask you to be considerate of other users and not empty the tackle store! Reasonable requests will not be refused.

### **Q8. I want to go caving abroad. Can I borrow club equipment?**

A8. If you want to borrow equipment for any longer than 1 week then you must get the permission of the Tackle Warden. Borrowing equipment for use off Mendip is not a problem, but please bear in mind that the equipment in the tackle store is primarily for use on Mendip and we have limited supplies. Therefore, if you want to go off Mendip caving I would ask you to be considerate of other users and not empty the tackle store! Reasonable requests will not be refused.

### **Q9. I am going caving and not everyone in my party is a BEC member. Can I still borrow club equipment?**

A9. The club equipment is provided for the use of BEC members. However, we recognise that most people have friends in many clubs and may take other friends caving. You can borrow tackle, but we would ask that you remember that this is your equipment which you have paid for through your subscriptions and suggest that you should not be providing all of the tackle all of the time for your friends use. Get them to raid their club store too. No one likes a freeloader!

### **Q10. I had a look at the equipment available list and saw that some items were listed as "Refer to Committee". What does that mean?**

A10. Some items in the club store are either extremely valuable or easily lost. It was decided that these items should still be available for use by club members but access to them would be more tightly controlled and in some cases a deposit required. If you want to borrow one of the items just contact a committee member, pay the deposit if applicable (which can be in the form of cash or a guaranteed cheque) complete the receipt form so that we know we have your money, fill in the normal Equipment Loan Form and away you go.

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**Q11. I need to borrow an item which requires a deposit on a regular basis. Do I need to keep writing cheques?**

A11. In this instance we would suggest that you keep the original cheque and you can use it for up to four months from the original date. This can be done by either leaving the cheque with the club or repeatedly presenting it. It is your choice!

**Q12. How do I contact a committee member to borrow a “Refer to Committee” item?**

A12. Contact details for committee members are on the back of your Address Booklet. Failing that, one of us will probably be found passed out under a table somewhere between the Belfry and the Hunters.

**Q13. On the Equipment Loan form why are some boxes shaded?**

A13. The non shaded boxes are the ones you have to fill in before you take the equipment out. The shaded ones are the ones to be completed when you bring it back.

**Q14. I only want to return some of the items I have borrowed. Can I do that?**

A14. Yes, you can. Just fill in the information including the date returned for all the items returned and leave the form on the clipboard for equipment on loan. When the last piece of equipment has been returned, complete the form and place on the completed clipboard.