

Apprentice – Starter Toolbox Policy

1. Purpose

This policy outlines the terms and conditions regarding the provision, use, and ownership of the apprentice starter toolbox for all apprentice in their apprenticeship joining the company.

2. Provision of Apprentice Starter Toolbox

2.1. Upon commencement of employment, each apprentice will be provided with a starter toolbox containing the basic tools required for their role.

2.2. The toolbox remains the property of the company for a period of 48 months from the start date of the apprentice.

3. Ownership Transfer

3.1. After 48 months and 1 day, ownership of the toolbox and its contents will be transferred to the apprentice technician, provided they remain in the company's employment and all terms of this policy have been adhered to.

4. Care and Maintenance of Tools

4.1. The apprentice technician is responsible for ensuring the toolbox and its contents are kept in good condition throughout the 48-month period.

4.2. If any tools are damaged or broken, the apprentice technician is required to replace them at their own cost with a like-for-like or equivalent tool to maintain the toolbox's functionality and completeness.

5. Toolbox Inspections

5.1. A quarterly inspection of the toolbox and its contents will be conducted.

5.2. These inspections will be carried out by the departmental manager, who will review the toolbox for completeness and proper maintenance.

5.3. The departmental manager and the apprentice technician must both sign off on the inspection record to confirm the check has been completed.

5.4. **Audit form can be found on the intranet in Head Office main files.**

6. Non-Compliance

6.1. Failure to maintain the toolbox in accordance with this policy, including the replacement of broken tools, may result in disciplinary action and could impact the ownership transfer at the end of the 48-month period.

7. Policy Review

This policy is subject to periodic review and may be updated as necessary to reflect changes in company practices or legal requirements.

8. Toolbox Security

The toolbox will be secured to the floor with a chain and lock for insurance requirements, this will be provided by the company. Please speak to your manager. Failure to adhere to this process will forfeit any insurance claim if the toolbox is stolen.

By adhering to this policy, the apprentice technicians contribute to maintaining a professional and efficient workplace while ensuring the tools provided support their development and success in the company.



Audit Form Apprentice Toolbox

Item/Category	Condition	Action Required	Comments
Toolbox Exterior	<input type="checkbox"/> Good <input type="checkbox"/> Damaged	<input type="checkbox"/> None <input type="checkbox"/> Repair/Replace	
Socket Set	<input type="checkbox"/> Complete <input type="checkbox"/> Missing	<input type="checkbox"/> None <input type="checkbox"/> Replace	
Spanners	<input type="checkbox"/> Complete <input type="checkbox"/> Missing	<input type="checkbox"/> None <input type="checkbox"/> Replace	
Screwdrivers	<input type="checkbox"/> Complete <input type="checkbox"/> Damaged	<input type="checkbox"/> None <input type="checkbox"/> Replace	
Pliers	<input type="checkbox"/> Complete <input type="checkbox"/> Missing	<input type="checkbox"/> None <input type="checkbox"/> Replace	
Allen Key Set	<input type="checkbox"/> Complete <input type="checkbox"/> Missing	<input type="checkbox"/> None <input type="checkbox"/> Replace	
Hammer	<input type="checkbox"/> Present <input type="checkbox"/> Missing	<input type="checkbox"/> None <input type="checkbox"/> Replace	
Measuring Tape	<input type="checkbox"/> Working <input type="checkbox"/> Broken	<input type="checkbox"/> None <input type="checkbox"/> Replace	
Additional Tools Provided	<input type="checkbox"/> Complete <input type="checkbox"/> Missing/Damaged	<input type="checkbox"/> None <input type="checkbox"/> Replace	

Inspection Sign-Off

Technician Name: _____
Date: _____
Manager Name: _____
Manager Signature: _____