1. Tool control is a technical management function designed to maintain the technical integrity and sustainability of the technical facilities within the School of Engineering and Information Technology (SEIT). Tool control provides a means of standardising tools and technical equipment used within the school and ensuring the long-term availability and sustainability of the school's technical facilities.

Aim

2. The aim of this document is to provide guidance on the application and management of tool control procedures as applied by the School of Engineering and Information Technology.

Authority

3. The Head of the School of Engineering and Information Technology through the authorised delegate, Deputy Head of School (Technical Support) provides authority for this document. This document is subordinate to the governing Workplace Health and Safety Regulations and associated University Policy. The document is authoritative to all subordinate SOPs and SWPs to be adopted and adhered to within the school's technical facilities. For further reference refer to the schools document tree.

General Overview of the Competency Based Training System

4. The SEIT tool control provides the school with the ability to maintain the technical integrity of tools, equipment and procedures used by both staff and students by ensuring:
   a. only authorised and approved tools are used by school technical facility users,
   b. the tools utilised by technical facility users are fit for purpose and applied in accordance with their intended design,
   c. tool availability and serviceability within the technical facility is maintained at the highest possible level,
   d. school technical facility users are made accountable for the application of tooling and the tooling’s refurbishment upon completing their work,
   e. tool reconciliation is carried out both at the beginning and end of work periods carried out within the school’s technical facility,
   f. only personnel deemed competent to use the school's tooling and equipment can do so in order to prevent injury to themselves and others, and
   g. the long-term sustainability of school's resources can be assured.
The adherence to tool control procedures provides a mechanism for not only ensuring the quality of the school's technical resources, but the application of those resources in a productive, safe and sustainably manner.

**Application Responsibilities**

5. The application and adherence to tool control and associated procedures, including specific Standard Operating Procedure (SOP), is the responsibility of the technical facility supervisor. Each technical facility supervisor is to establish and develop tool control procedures specific to his or her facility that comply with this document.

**Tool Identification**

6. A key element of tool control is the identification of the tools that form part of the technical facility’s tool control system. This is to prevent unauthorised tools from contaminating and compromising the system and preventing:
   
   a. the application of incorrectly designed tools for the desired application,
   b. the application of inferior or poorly maintained tools that may pose a safety hazard to the facility user,
   c. theft and/or substitution of tools and equipment with poor quality tooling that may pose a safety hazard to the facility user, and
   d. lost or misplaced tools by providing traceability for tools that have not been appropriately refurbished to their correct location.

   All tools are to be individually and permanently marked with a unique identifier that distinguishes it as belonging to a specific technical facility and a specific location within that facility. These markers and their application are to be detailed in each technical facility’s Tool Control SOP.

**Tool Security and Access**

7. In order to maintain the school’s “duty of care” and manage its resources the integrity of the technical facility must be assured, only tooling approved for use in that facility is to be used within that facility. Furthermore, all approved tools and equipment must be appropriately secured to monitor and control access to facility’s tooling and equipment. This is to ensure:

   a. tools and equipment are not removed from the facility for which their use has been approved,
   b. only technical facility users, who have been authorised and deemed competent to use the facility’s tools and equipment can do so,
   c. tools can only be accessed by facility users when they are supervised by the appropriate level of supervision in accordance with the School’s Competency Based Training System SOP, and
   d. maintain accountability for the refurbishment of all the facility’s tools and equipment by the technical facility users upon completion of their use.

8. The management of tool security and access is to be detailed in the respective technical facility SOP. The application of security and access must accommodate the following aspects:

   a. all tools and equipment must be readily identifiable with the facility and clearly visible to facility users,
b. all tools and equipment must be secured in such a manner as to accommodate easy and timely reconciliation of associated tools and equipment by the facility users,

c. a mechanism to record access to the facility and associated tools and equipment must also be incorporated to the facility’s processes and procedures, and

d. all tools and equipment are to be secured in such a manner as to be accessible to only those personnel authorised and competent to do so.

Tool Maintenance and Control

9. It is inevitable that tools and equipment will become unserviceable due to fair wear and tear. In order to accommodate these inevitabilities, whilst maintaining the availability and effectiveness of the school’s resources, a procedure is required to control unserviceable and defective tools and equipment. This procedure is also required to accommodate an unserviceable tool or piece of equipment due to an incident requiring an investigation. Each technical facility SOP will clearly detail the procedure for that area with respect to the following requirements:

a. Each defective/unserviceable tool or equipment is to be quarantined to prevent further use and potential injury to the user,

b. An defective/unserviceable tool or piece of equipment is to be replaced be an unserviceable tag which is to be registered and traceable in the respective technical facility tool control log, and

b. Each technical facility is to maintain a register that can trace the quarantine of defective/unserviceable tools and equipment pending replacement.

10. Before accepting the facility all facility users must reconcile the unserviceable tags and ensure that the tools and equipment required to complete their intended task are present and in an acceptable level of repair and condition.

Conclusion

11. Tool control is the foundation of the effective and sustainable operation of the school’s technical facilities. It provides the mechanisms to ensure that tools and equipment are readily available to those facility users authorised and competent to access them. It also protects the availability for those resources for future facility users.

12. For specific details associated with the application of tool control procedures in a specific technical facility, refer to the specific facility’s Tool Control SOP. For any general enquiries and advise in the application of this document please contact Technology Support Group Coordinator, on extension 88047.

Deputy Head of School (Technical Support)
School of Engineering and Information Technology

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