

# Disposal of Trust Equipment and Consumables Policy

This Policy describes the principles and procedures for the disposal of Trust Owned Equipment and Consumables.

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Which Relevant CQC Standards:		

## CONTRIBUTION LIST

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## Version Control and Summary of Changes

Version number	Date	Comments (description change and amendments)
Draft 1	May 2017	Draft policy first version has been produced building upon various sources and part completed documents.
Draft 1.1 Extended 3 months in September	June 2017	Amended version developed sent to key people for comment
1.2	December 2024	Extended as out of date – time allowed to review and approval process
1.3	January 2024	Extended for a further 3 months agreed with author – time allowed to review and approval process
1.4	April 2024	Extended for a further 3 months agreed with author – time allowed to review and approval process
1.5	July 2025	Extended for a further 3 months agreed with author – time allowed to review and approval process transfer to SOP

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Did you print this document yourself?

Please be advised that the Trust discourages the retention of hard copies of policies and can only guarantee that the policy on the Trust website is the most up-to-date version.

### **For further information contact:**

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## Definitions that apply to this Policy

<b>Consumables</b>	quantities of single use items for clinical or operational use
<b>Equipment</b>	all items of furniture, fittings, and equipment
<b>Surplus</b>	no longer required by the department, but has potential to be used elsewhere within the Trust
<b>Obsolete</b>	no longer of clinical or operational use to the Trust, or likely to be in the future, and therefore to be disposed of
<b>Condemned</b>	broken, damaged, irreparable, or otherwise unfit or unsafe for use by any other person or agency, and therefore to be disposed of as scrap, or by recycling
<b>Asset</b>	a generic term which can mean any type of Fixed and Unfixed equipment paid for and owned by the Trust
<b>Unfixed Asset</b>	an asset that is not physically attached/secured to a building
<b>Fixed Asset</b>	can be either land, buildings, engineering plant and equipment & fittings, which are fixed in place
<b>Responsible Manager</b>	as referred to in this policy, either a Senior Manager, Locality Manager, Associate Director or Head of Department/Section Team; the manager responsible for the equipment or consumable and has authority to dispose of the equipment or consumable.
<b>Special waste (Hazardous Waste)</b>	Special Waste (Hazardous Waste) containing hazardous properties with potential to cause greater harm to the environment and human health if mismanaged
<b>Medical Device</b>	Any instrument, apparatus, implement, machine, appliance, implant, reagent for in vitro use, software, material or other similar or related article intended by the manufacturer to be used, alone or in combination, for human beings, for one or more of the specific medical purpose(s) of:  diagnosis, prevention, monitoring, treatment or alleviation of disease, diagnosis, monitoring, treatment, alleviation of or compensation for an injury
<b>WEEE</b>	Waste Electrical and Electronic Equipment

## Equality Statement

Leicestershire Partnership NHS Trust (LPT) aims to design and implement policy documents that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. It takes into account the provisions of the Equality Act 2010 and promotes equal opportunities for all. This document has been assessed to ensure that no one receives less favourable treatment on the protected characteristics of their age, disability, sex (gender), gender reassignment, sexual orientation, marriage and civil partnership, race, religion or belief, pregnancy and maternity. In carrying out its functions, LPT must have due regard to the different needs of different protected equality groups in their area. This applies to all the activities for which LPT is responsible, including policy development and review.

## Analysis of equality

The Trusts commitment to equality means that this policy has been screened in relation to paying due regard to the general duty of the Equality Act 2010 to eliminate unlawful discrimination, harassment, victimisation; advance equality of opportunity and foster good relations.

## The NHS Constitution

The Constitution sets out the principles and values that guide how the NHS should act and make decisions. It brings together a number of rights, pledges and responsibilities for staff and patients alike. The NHS Constitution checklist that identifies which of the rights and pledges are applicable to the policy being developed is at **Appendix 1**.

### 1.0 Summary

**This policy covers most types of equipment. However, it must be accepted that for specialist equipment, such as medical equipment, IT hardware, or refrigeration equipment, where safety and data protection factors must be considered when disposing of such items, the relevant special arrangements must be made. The basic principles of the disposal process will be as detailed in this Policy.**

### 2.0 Introduction

It is important that a clear policy be in place with robust procedures and records for the disposal of assets, which can be disposed of by way of re-use, re-cycling, donation, sale or transfer to another Agency or Organisation, or as waste. The policy is aimed at all staff, in particular managers who have authority for managing assets and inventories. The Policy has been written on the basis that the levels of authority are in line with the Trust's Standing Financial Instructions, and is designed to complement this.

The policy differentiates between Inventory Assets and Capital Assets together with the responsibilities that go along with each category of Asset.

The Trust recognises;-

- The potential income from the value remaining with equipment no longer required for use by the Trust;
- The potential for saving on expenditure achievable by re-using equipment and consumables within the Trust;
- The potential to avoid using energy to dispose of items which could be re-used or re-cycled;
- It's responsibility to properly manage the disposal of equipment no longer required;
- It's responsibility to dispose of items in the most environmentally beneficial way.

The policy also differentiates between the classifications of equipment no longer required for use within the Trust.

### **3.0 Purpose**

- 3.1 The purpose of this policy is to set in place clear processes and procedures to ensure:
- Equipment surplus to requirements is identified and re-used
  - Surplus, obsolete and condemned equipment is not unnecessarily retained in locations within the Trust
  - Maximised income for the Trust from the disposal of equipment and consumables;
  - The Trust's duty to optimise the use of assets is discharged
  - Senior managers and budget holders are aware of the financial impact on budgets if assets with "live" net values are disposed of
  - Maximised income for the trust from re-sale of equipment, medical devices or consumables
- 3.2 The Policy does not cover the disposal of items considered to be Domestic or Clinical Waste.

### **4.0 General Principles**

- 4.1 All disposals by sale, including the disposal of scrap, will be subject to the relevant NHS Conditions of Contract.
- 4.2 The disposal of surplus equipment and consumable stock is subject to the requirements of the Trust's SFIs and Standing Orders; the specific provisions of relevant policies such as the Health Informatics Procedure for the Secure Disposal of Computer Equipment, the Trust Medical Devices Policy, and relevant national, European and international regulation and law.

For example:-

- The Consumer Protection Act 1987;
- The Consumer Protection from Unfair Trading Regulations 2008;
- The Trades Description Act 1968 and 1972;
- Section 3 and 6 of the Health and Safety at Work Act 1974;
- Electrical Equipment (Safety) Regulations 1994;
- The Waste Electrical and Electronic Equipment Regulations 2013;
- Control of Substances Hazardous to Health Regulations 2002;
- Special Waste Regulations 1996;
- Controlled Waste Regulations 1992.

Note: this list is not exhaustive but indicates the areas which Budget Holders and Managers will need to consider in some instances.

- 4.3 Accurate registers of all Capital Assets, including furniture and equipment, must be kept for security reasons, and to ensure that the correct level of capital charges is calculated on each of the Assets. The Director of Finance has responsibility for maintaining an up-to-date Capital Asset Register for the Trust. The Director of Finance is also responsible for ensuring that an annual validation exercise is undertaken in order to ensure movements are captured.
- 4.4 The decision to dispose of a particular item of equipment must give full consideration to the nature and use, or potential use, to which the item may be put and if it is in the best interest of

the Trust to make the item available for purchase, for example the offering of furniture for sale at one site when other sites may require additional furniture, or offering to local charity.

- 4.6 This policy is designed to highlight to Responsible Managers the importance of the procedure if Capital Assets still have an associated Net Book Value. Finance will check to see if the unwanted Capital Asset is fully written down (i.e. fully depreciated) or if there is still a value attached. If there is still a value attached then we need to bear in mind that we should be mindful that the write-off charge will impact on our financial performance.
- 4.7 The Responsible Manager is responsible for notifying the Procurement Department, and the Trust's facilities team if any item is taken out of use that is part of a maintenance contract so that the service can be amended or ceased.

## **5.0 Duties within the Organisation**

- 5.1 Everyone is responsible for complying with the organisations arrangements for the disposal of surplus or condemned equipment or consumables, including the implementation of local management controls. In order to comply with this policy, all staff must be aware of the lines of communication and levels of responsibility, which exist to ensure that all matters relating to the disposal of assets are dealt with effectively.

In order to ensure that all asset disposals are managed efficiently within the Trust, the following organisational responsibilities have been allocated.

### **5.2 Director of Finance**

This is the Director with designated responsibility for ensuring that the aims and objectives of the Trust's disposal of equipment policy are implemented and will nominate a lead -officer. The Director will:

- Publicly endorse the organisation's "policy for the disposal of Trust-owned equipment and consumables";
- Empower staff to take the necessary actions;
- Encourage a willingness to explore alternatives;
- Encourage re-use and re-cycling as a means of managing surplus equipment rather than disposal and destruction;
- Encourage donation of surplus equipment that cannot be re-utilised within LPT to a charitable organisation.

### **5.3 Responsible Managers**

All managers are responsible for the implementation and monitoring of the policy within their specific area of responsibility, ensuring that:

- Risk assessments in relation to disposals are carried out, recorded and reviewed regularly;
- Asset disposal procedures and safe working practices resulting from them are produced, documented, and implemented for their area;
- Arrangements with regard to disposal of equipment are included in induction and regular refresher awareness given to all local staff.



## 5.4 Employees

All employees have an individual responsibility for the management of the assets they use. Each employee or agent of the Trust has an individual responsibility to:

- Co-operate with Trust Managers in the implementation of this policy;
- Report any unused assets, equipment or damaged equipment not safe to use to their supervisor/manager and take the equipment out of use to prevent injury or harm.

## 6.0 General Equipment Disposal Routes

### 6.1 Surplus or Obsolete Equipment

Surplus equipment must;-

- Be fit for continued use.
- Be cleaned or decontaminated in accordance with the Trust's Infection Prevention Control Policy and Cleaning & Decontamination of Equipment, Medical Devices and the Environment.
- Where appropriate, for electrical, electronic or battery operated equipment, have been fully maintained and serviced, have a current Portable Appliance Test indicator, and have sufficient evidence in the form of current certification and service history.

There are a number of alternative action routes for the disposal of surplus equipment. With the exception of firstly considering re-use within the Trust, there is no preferred order of selection or action.

6.1.1 The first choice must be to re-use within the Trust. The recipient pays for removal/transport. For small items the Portering service can be requested to relocate/dispose of equipment. However for larger items and greater volumes of items the Trust's appointed Removals Contractor should be used. For advice on which route to contact the Trust's Estates and Facilities team. A member of staff's vehicle business class insurance, if held, will usually cover for transport of small items for the purpose of work but this should be checked with the motor insurance company. No charge is to be levied by the department disposing of the equipment.

6.1.2 Surplus equipment should be stored appropriately for future use. Liaison is needed with the Trust's Estates and Facilities team regarding surplus equipment identified. If significant volumes of equipment the department disposing of the equipment may have to pay charges associated with the removal of the equipment.

6.1.3 Non-medical surplus items have their exchange with other sites handled by WARPit on-line exchange system whenever possible. The Procurement department should be approached for further advice in this regard.

6.1.4 The sale of non-medical surplus items is co-ordinated through the Procurement Department. The cost incurred in disposal by sale must not exceed the income received by the Trust. The cost of disposal by sale is funded by the Responsible Manager owning

the equipment. Any income received will be paid in to the budget code of the department selling the item(s).

- 6.1.5 Non-medical Surplus equipment may be donated to charity. The Responsible Manager may donate surplus equipment to a registered Charity where the activity of the charity can be verified. A full disclaimer for any future liability in the use of the equipment must be obtained. An example is:

“Leicestershire Partnership NHS Trust is donating [name of equipment] to you at no cost The Trust discharges all legal responsibility and accountability for the future use of the equipment, its maintenance and upkeep, and any training for its correct use.”

- 6.1.6 For surplus equipment please refer to Appendix 5.

- 6.1.7 Non-medical Surplus equipment may not be taken home by staff, nor taken to a public refuse site to avoid the costs of using the Removal Contractor.

## 6.2 Condemned equipment

- 6.2.1 Condemned equipment may be disposed of as waste, to be re-cycled commercially. The Trust's appointed Removals Contractor will facilitate and where a charge is made by the Contractor, the Responsible Manager will pay any relevant costs.

- 6.2.2 Condemned equipment may be only be disposed of by Sale if it is classed and treated as 'Scrap'. The Sale must be co-ordinated through the Procurement Department. The cost incurred in disposal by sale must not exceed the income received by the Trust. The cost of disposal by sale is funded by the manager owning the equipment. Any income received will be paid in to the budget code nominated at the time of declaration.

- 6.2.3 Condemned equipment **MUST NOT** be donated to charity, taken home, or to a public refuse site to avoid the costs of using the Removal Contractor.

- 6.3 IT Equipment - The disposal of IT equipment is the responsibility of the Leicestershire Health Informatics Service.

- 6.4 Patient's Property - Please refer to the Patients Property Policy available on e-source.

- 6.5 Drugs and Medicated Dressings - The disposal of drugs and medicated dressings will be in accordance with Pharmacy Department procedures.

- 6.6 Buildings/Works Debris – the removal and disposal of building/works debris is the responsibility of the Contractor. Arrangements for this form part of the specification for works and will comply with relevant statutory requirements eg asbestos disposal.

- 6.7 Special Waste - Special Waste will be disposed of by the appointed Contractor, co-ordinated at each site where Special Waste has accumulated. It is the responsibility of the Hotel Services to make such arrangements, and to comply with the Trust Waste Policy in respect of Special Waste.

- 6.8 Scrap Metal - Scrap metal will normally be disposed of as part of building works. Where it is otherwise accumulated, the means of disposal depends on the type of equipment or waste.

- 6.8.1 Scrap metal equipment such as filing cabinets, will be disposed by being skipped. The provision of skips is via requisition and order process ie IProc system.

6.8.2 Scrap metal otherwise accumulated that is not classed as Special Waste requiring treatment or handling in accordance with other regulation will, wherever possible, be disposed of by sale to an appropriate re-cycling agency. LPT Estates and Facilities team should be contacted by the responsible manager for advice and support with undertaking this route of disposal.

Due to the fluctuations in the prices of scrap metal, and the nature of the market, this is likely to be a spot sale.

## 7.0 Medical Device Disposal Routes

- 7.1 The medical devices we use as part of our clinical activities are subject to the disposal routes below. The Medical Devices Asset Manager or Compliance and Audit Officer will be able to provide you with advice and support should it be required. Prior to disposal staff must consider if the device can be
- Re-used, re-cycled
  - Appropriate for Re-sale
  - Donated to a legitimate charitable organisation
  - Condemned items disposed of via an appropriate waste stream (refer to the Trust's Waste Policy)
- 7.2 The Medical Devices Team must be notified of all medical device disposals by completing the Medical Devices Form at **Appendix 3** to ensure the device is removed from the central medical devices asset register and removed from the servicing and maintenance contract.

### Re-Use, Re-Cycle

- 7.3 Surplus medical devices have their exchange with other sites handled by WARPit on-line exchange system whenever possible; items for exchange are only managed by the Medical Devices Team.
- 7.4 Surplus medical devices identified by staff can be relocated into LPT storage for evaluation and servicing. The Medical Devices Form at **Appendix 3** must be completed and sent to the Medical Devices Team. Once relocated, the device will be assessed by the Medical Devices Team via employment of a qualified engineer to determine if it is fit for purpose and safe for re-use. Devices that are fit for purpose will be advertised on WARPit on-line exchange system for re-use within LPT Services. A Portering Service Request form should be completed for relocation of medical devices into storage and sent to the Portering Service, see **Appendix 4**.
- 7.5 The responsibility for collection or delivery of a medical Device 'claimed' via the WARPit on-line exchange system is the responsibility of the 'claimant'. Appropriate arrangements must be made for collection and agreed with the Medical Devices Team to ensure the device is available for collection.

### Re-Sale of medical devices

- 7.6 As technological advancements are made in medicine and medical devices some of the devices currently in use may no longer be fit for purpose in a healthcare setting within the UK. Such devices can be re-sold via a Value Added Reseller Contract managed by the Medical Devices Team. The re-sale process is co-ordinated via the Medical Devices Team.

- 7.7 The Medical Devices Team will ensure that the devices that cannot be re-used or re-cycled within LPT are assessed. If it is deemed that the devices are appropriate for re-sale, the item will be advertised for sale via the auction website of the Value Added Reseller Contract.
- 7.8 Costs for disposal by sale will be funded from the re-sale value; costs incurred for re-sale will not exceed the income received by LPT. Any income generated from re-sale will be received into the medical devices capital budget allocation for re-investment in new medical devices that are identified for planned replacement.

### **Donation to Charitable Organisations**

- 7.9 Surplus medical devices that cannot be re-used / re-cycled within LPT or devices that can no longer be utilised in a UK healthcare environment or disposed of by re-sale can be donated to a charitable organisation. It is the staff member's responsibility to ensure that any donation made is to a legitimate charitable organisation registered with the Charity Commission Service, if the charitable organisation that you chose is not registered with the Charity Commission Service you must not donate any medical devices. Please click this link to access the service [www.gov.uk/find-charity-information](http://www.gov.uk/find-charity-information)
- 7.10 A full disclaimer for any future liability in the use of the medical device/s donated must be obtained prior to donation. Please see **Appendix 5**.
- 7.11 The Medical Devices Team must be notified of any donations to enable removal of the assets from the central medical devices asset register and removed from the servicing and maintenance contract. Please see the Medical Devices Form at **Appendix 3**.

### **Condemned Devices for Disposal**

- 7.12 Condemned medical devices, devices deemed unfit for purpose or beyond economical repair can be disposed of as waste via the appropriate waste stream to be re-cycled commercially. The Trust's appointed removals contractor will facilitate collection and disposal where required, any costs associated with removals/disposals will be funded by the service line budget.
- 7.13 The Trust also employs a special waste contractor to dispose of items such as hazardous waste or WEEE waste for electrical items. Again, any costs associated with the disposal of special waste items will be funded by the service line budget. Please refer to the Waste Policy for more information.
- 7.14 The Medical Devices Team must be notified of all disposals to enable removal of the assets from the central medical devices asset register and removed from the servicing and maintenance contract. Please see the Medical Devices Form at **Appendix 3**.

### **8.0 Record Keeping**

- 8.1 The Policy allows for a procedure that can be clearly audited. It also allows for a central record of all Capital Assets disposals to be kept by the Finance Department.
- 8.2 The Policy allows for a register to be kept of local records of transfers and disposals for all non-capital Inventory Assets, by Senior and Departmental Managers, in accordance with the SFIs.
- 8.3 The Procurement Manager will maintain a Disposals and Transfer Register, and will keep up to date records of all items that have been, transferred, sold or disposed of through the

Procurement Department. The record will detail the date of transaction, the relevant site, department and Manager, a description of the item and the action taken, as well as the amount of income received.

- 8.4 Compliance with this policy will be managed by the Procurement Manager and the Finance department and will be monitored by the Financial Controller.

## **9.0 Training**

There are no training requirement identified within this policy other than local induction awareness by Responsible Managers being made aware of the Trust's SFIs and the requirement of this policy in order to prevent unnecessary disposals

## **10.0 Monitoring Compliance and Effectiveness**

- Periodic review as required by External Auditors or commissioned by Financial Controller Positive internal/external Audit review outcome
- The procedures and authorities for the disposal process are governed by the Trust's Standing Orders and Standing Financial Instructions (SFIs), and by the financial thresholds detailed within the SFIs. A Register will be maintained in the Procurement Department to record details of transfers, income from sales, and permissions to dispose of condemned equipment.
- Equipment will only be disposed of when the correct procedure is followed. All sales will be governed by the NHS Conditions of Contract for Sale, or the NHS Conditions of Contract for the Sale of Scrap.
- All methods of Disposal will comply with statutory requirements, and with environmental methods and practices.
- Condemning of general non-medical equipment will be the responsibility of the Procurement Department. IT equipment will be condemned by the authorised representative of the IT department.

## **11.0 References and Associated Documentation**

This policy was drafted with reference to the following:

LPT Waste Management Policy

LPT Medical Devices Policy

WEEE regulations

Waste Regulations

## **Appendix 1**

## The NHS Constitution

The NHS will provide a universal service for all based on clinical need, not ability to pay. The NHS will provide a comprehensive range of services.

Shape its services around the needs and preferences of individual patients, their families and their carers	<input type="checkbox"/>
Respond to different needs of different sectors of the population	<input type="checkbox"/>
Work continuously to improve quality services and to minimise errors	x <input type="checkbox"/>
Support and value its staff	<input type="checkbox"/>
Work together with others to ensure a seamless service for patients	x <input type="checkbox"/>
Help keep people healthy and work to reduce health inequalities	<input type="checkbox"/>
Respect the confidentiality of individual patients and provide open access to information about services, treatment and performance	<input type="checkbox"/>

## Due Regard Screening Template

Section 1			
Name of activity/proposal		Disposal of Equipment	
Date Screening commenced		June 2017	
Directorate / Service carrying out the assessment		Trust's Secretary Department	
Name and role of person undertaking this Due Regard (Equality Analysis)		Joan Hawkins	
Give an overview of the aims, objectives and purpose of the proposal:			
<b>AIMS:</b> This Policy describes the principles and procedures for the disposal of Trust Owned Equipment and Consumables			
<b>OBJECTIVES:</b> <ul style="list-style-type: none"> <li>Equipment surplus to requirements is identified and re-used</li> <li>Surplus, obsolete and condemned equipment is not unnecessarily retained in locations within the Trust</li> </ul>			
Section 2			
Protected Characteristic	If the proposal/s have a positive or negative impact please give brief details		
Age	neutral		
Disability	neutral		
Gender reassignment	neutral		
Marriage & Civil Partnership	neutral		
Pregnancy & Maternity	neutral		
Race	neutral		
Religion and Belief	neutral		
Sex	neutral		
Sexual Orientation	neutral		
Other equality groups?	neutral		
Section 3			
Does this activity propose major changes in terms of scale or significance for LPT? For example, is there a clear indication that, although the proposal is minor it is likely to have a major affect for people from an equality group/s? Please <u>tick</u> appropriate box below.			
Yes		No affect	
High risk: Complete a full EIA starting click <a href="#">here</a> to proceed to Part B		Low risk: Go to Section 4.	
Section 4			
If this proposal is low risk please give evidence or justification for how you reached this decision:			
The policy is neutral and has no impact on any equality group			
Signed by reviewer/assessor	J.Hawkins	Date	30/6/17
Sign off that this proposal is low risk and does not require a full Equality Analysis			
Head of Service Signed	Frank Lusk	Date	23/8/17
	<i>F Lusk</i>		

**Medical Devices Form**

This form should be completed for new medical device purchases,  
medical device relocations for services that are moving and for the  
disposal of medical devices.

<b>About the person completing this form</b>	
<b>Name:</b> _____	
<b>Service:</b> _____	
<b>Division:</b> _____	<b>Date:</b> _____
<b>Device location:</b> _____	
<b>Or, device relocating from (location):</b>	
_____	<b>to</b> _____



**Medical Device details (tick as appropriate below)**

**New Device** ☐

**Device Relocation** ☐

**Disposal** ☐

**Device type (i.e. Digital BP monitor, Sphyg, ECG Machine, )**

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**Asset tag no (if applicable):** \_\_\_\_\_

**LPT Green** ☐

**Interserve Green** ☐

**Interserve Silver** ☐

**Other unique identifying numbers:** \_\_\_\_\_

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**Make & Model:** \_\_\_\_\_

**Serial Number No:** \_\_\_\_\_

**Year of manufacture/date of purchase:** \_\_\_\_\_

**Cost of item:** \_\_\_\_\_

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**For completion by Medical Devices Team:**

**Maintenance required:** YES ☐ NO ☐

**Service Level:** \_\_\_\_\_

**Contract Location:** \_\_\_\_\_

**Equipment Category:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ONCE FULLY COMPLETED PLEASE FORWARD YOUR FORM VIA  
EMAIL or INTERNAL POST TO:**

[kerry.palmer@leicspart.nhs.uk](mailto:kerry.palmer@leicspart.nhs.uk)  
[matthew.buxton@leicspart.nhs.uk](mailto:matthew.buxton@leicspart.nhs.uk)

Tel: 0116 295 1617  
Tel: 0116 295 1665

**Medical Devices**  
**Health Safety & Compliance Team**  
**Ground Floor North, Riverside House**  
**Bridge Park Road, Thurmaston, Leicester LE4 8PQ**

**YOUR DEVICE WILL BE ADDED TO THE CENTRAL REGISTER OF  
MEDICAL DEVICES FOR ON-GOING SERVICING, MAINTENANCE,  
TESTING AND CALIBRATION**

**THANK YOU**

**Appendix 4**

**PORTERING REQUEST FORM**

Requested by Name: Medical Devices Registration Form V4/2017	_____
Location/Site & PCT requesting move:	
Contact No(s)	

Site contact if different from above	Name:	Tel No:
<b><u>Items to be moved FROM room/floor or within</u></b>		Stairs/Lift (Delete)
<b><u>Items to be moved TO room/floor or within</u></b>		Stairs/Lift (Delete)
Preferred move date		
<p>Please note the following should be actioned by the requisitioner, before the request is carried out.</p> <ul style="list-style-type: none"> <li>▪ All contents from drawers, cupboards etc <b>must</b> be removed and <b>boxed sealed securely</b> and appropriately.</li> <li>▪ Box weights <b>must not</b> exceed 15kg/33lb i.e. 7 Reams of A4 copier paper when full and <b>must not</b> be over filled</li> <li>▪ Drawers, cupboards, desks <b>must</b> be locked or taped closed prior to the move giving item sizes i.e. desk 1600mm.</li> <li>▪ Glass <b>must</b> be removed and protected prior to the move.</li> <li>▪ Loose shelving <b>must</b> be removed and secured prior to the move.</li> <li>▪ All electrical equipment <b>must</b> be disconnected ready for movement (if applicable) prior to the move date</li> <li>▪ Only items listed below will be moved at time of request and <u>NO other items will be moved that are not on the list</u></li> <li>▪ Repeated requests from the same department, site, unit or person(s) to fulfil a large move will be refused</li> <li>▪ The Porting Services have the right and will determine if the request is too large and will advise that a removal contractor be used.</li> </ul> <p><b>ALL SECTIONS OF THIS FORM MUST BE COMPLETED; FAILURE TO DO SO WILL RESULT IN IT BEING RETURNED FOR COMPLETION WHICH MAY DELAY THE REQUEST.</b></p>		
<p><b>Portering use only</b></p> <p><b>Site Survey and assessment MUST be undertaken prior to the work being carried out [ ] by .....</b></p> <p><b>The load can be lifted and carried over the distance involved</b></p> <p><b>The intended route/path is clear of obstruction or unacceptable intrusion by other people staff/visitors</b></p>		
<p><b>Please list all items to be moved including the quantity</b>  e.g. 2 x 4 Drawer filing cabinets, 1 x 3' x 6' stationery cabinets, 2 x desks, 1 x bookcases 6 x chairs, 4 x PC's etc.</p>		
<p><b>Items will not be dismantled or re-assembled by the Portering Team</b></p>		
<p><b>I confirm that this is a true inventory of items to be moved :- Print Name: Sign:</b></p>		
Task Carried out by:	Task carried out on the (date)	
Start time including travelling:	Finish time including travelling	
Total Mileage	Total Time taken to complete task	

Please fax/e-mail request to  
[r&dstores@leicspart.nhs.uk](mailto:r&dstores@leicspart.nhs.uk)  
Fax No 0116 225 5218  
Appendix 5  
Fax No 0116 225 5365 / 5217  
Mobile 07795450501

**DISCLAIMER:**

Leicestershire Partnership NHS Trust is donating the goods as listed below to you. The Trust Discharges all legal responsibility and accountability for the future use of the equipment, its Maintenance and upkeep, and any training for its correct use.

**List of Equipment / Goods**

*(Please detail make, model, serial number, and date of manufacture if known)*

*I, the undersigned, am fully aware of the condition of said item(s) and as such, absolve Leicestershire Partnership NHS Trust, on behalf of the Charity / recipient, of any responsibility whatsoever concerning the item(s) as detailed above:*

**SIGNED:**

**PRINT NAME:**

**ON BEHALF OF:**

**DATE:**

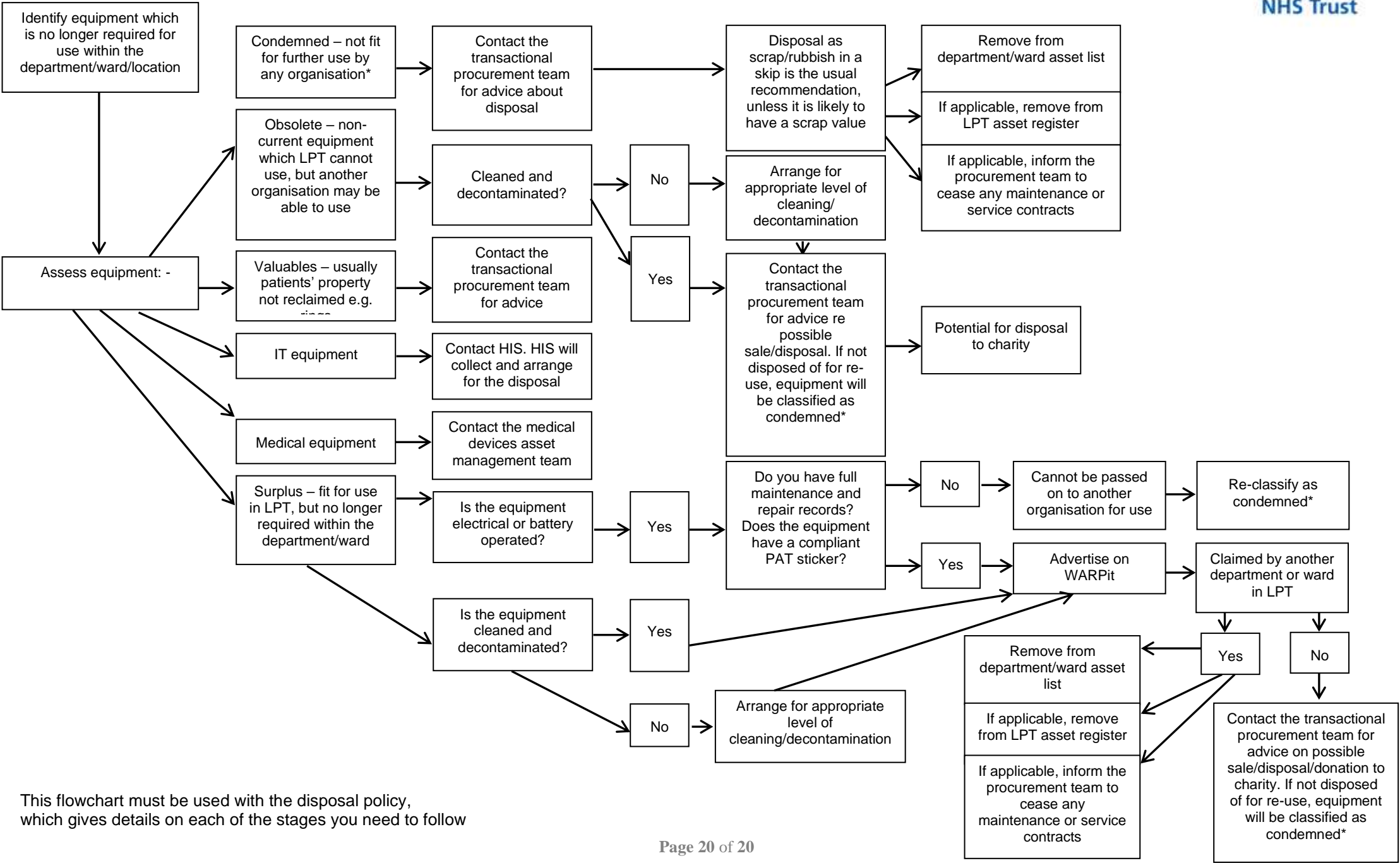
**ADDRESS:**

(Head office of Charity)

Disposals of equipment flowchart



Re-tain; Re-pair; Re-use; Re-cycle



This flowchart must be used with the disposal policy, which gives details on each of the stages you need to follow