Equipment Manual.

There is a wide range of equipment used at MegaMax, in the various store departments. You will be trained by your Department Manager in the specific equipment you will be using.

All equipment instruction manuals are kept in the Department Manager’s office. If you are ever in doubt about how to operate a particular piece of equipment, always refer to an experienced staff member or consult the instruction manual.

1. **Equipment faults.**

   Should a piece of equipment become faulty, please apply the following process:

   1. Consult an experienced staff member – perhaps you are not operating the equipment correctly.
   2. Check the instruction manual – it often has “troubleshooting” tips that can solve the problem.
   3. If steps 1 and/or 2 do not fix the fault, advise your Department Manager that the equipment is faulty.
   4. Your Department Manager will report the equipment as faulty. There is a specific report form that needs to be filled out by the manager.
   5. The fault report is sent to Head Office who will arrange for a repair service to come out and fix the faulty equipment. Your Department Manager can arrange for loan equipment while yours is out of action.

2. **Equipment maintenance.**

   Most faults are caused by incorrect or irresponsible usage of the equipment.

   Remember to always use equipment according to the instructions, and follow maintenance guidelines for the cleaning and storage of equipment.