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POLICY MEMORANDUM NO. 08-88

To: Facility Maintenance Personnel Equipment Maintenance Personnel	Subject: Guidance on Maintenance Personnel Basic Tools
Effective Date: October 1, 1988	Revision Date:
Approved By: <i>David B. Tydingco</i> DAVID B. TYDINGCO, General Manager	

ALL REVISIONS ARE MARKED WITH AN ASTERISK (\*)

- I. PURPOSE: The purpose of this procedure is to establish the responsibility of Maintenance personnel furnishing their basic tools in carrying out his/her everyday duties.
- II. SCOPE: This procedure applies to all Maintenance personnel of the Operations Department.
- III. EFFECTIVE DATE: On or before October 1, 1988 all Maintenance personnel are responsible for furnishing the tools required to perform work in accordance with their duties as outlined in the position description of their assigned classification.
- IV. GENERAL PROVISIONS:
  1. Those tools required by the individuals to furnish are standard 'basic' hand tools. The list of these tools, by occupational titles, are attached. This list can also be obtained from your immediate supervisor.
  2. Tools furnished by the employee that are damaged in the performance of his/her duties will be replaced by the Authority only after that tool is turned in to your Supervisor and it has been established that the tool was not damaged due to misuse.
  3. Tools other than those on the list that are required in the performance of his/her duties will be furnished by the Authority.
  4. The tools furnished by the Authority will be maintained in the Tool Room and a responsible person assigned to issue and receive for tools removed/returned from/to the Tool Room.
  5. Inventory of all Authority owned tools will be done by Supply personnel at the end of each quarter and a list of those items submitted to the Operations Manager and affected division superintendents, fourteen (14) working days after the end of each quarter.