



IAFT – TECHNICAL EQUIPMENT REQUISITION

I. OBJECTIVE

- To promote a smooth and orderly day-to-day Technical Services to the students.

II. POLICY STATEMENTS

1. THE IAFT-Technical Dept. Responsibilities:

- 1.1 To provide Technical Services to the students
- 1.2 To facilitate students' requests for equipment for their projects.
- 1.3 To provide an updated list of available equipment as often as needed
- 1.4 To make sure that the equipment are available and in good working condition

2. Student's Responsibilities:

- 2.1 To obtain an Equipment Requisition and Reservation form (IAFT – TECH FORM 1A) from the IAFT BOX at the Student Center.
- 2.2 To fill up Form clearly and legibly and have it signed by the mentor first, then have it signed by the IAFT Technical Services Coordinator.
- 2.3 To submit the duly completed form to Equipment Custodian at least 3 days before the check out or shooting date.
- 2.4 To make sure that all necessary documents (Ex. See Illustration 1 & 2 for sample forms)
 - STUDENT'S REQUEST TO SHOOT ON CAMPUS
 - OFF CAMPUS STUDENT'S LOCATION APPROVAL FORM
 - EQUIPMENT REQUISITION & RESERVATION FORMare attached along with the Equipment Requisition and Reservation Form when requesting equipment.
- 2.5 Students should make sure that the forms are signed and approved by authorized personnel. (Please refer to location map for on-campus shooting and its authorized signatories)
- 2.6 Before checking out for the shoot students should give at least 2 hours for the Equipment Cage personnel to thoroughly check all the equipment from possible defects.

- 2.7 The student should present their GEAR PASS when checking out equipment from the Cage. This is to show that the student are technically qualified to handle all the equipment and have attended and passed the DVC Certification Workshop.

3. Forms

ILLUSTRATION 1: EQUIPMENT REQUISITION & RESERVATION FORM

IAFT-TECH FORM 1A



INTERNATIONAL ACADEMY OF FILM AND TELEVISION

REVI.2 REQUISITION & RESERVATION FORM INFORMATION

DATE FILED: _____ [] ON - CAMPUS **TERM:** _____
 BORROWER'S NAME: _____ [] OFF - CAMPUS SHOOT _____
 CELLPHONE NUMBER: _____ [] CLASS PURPOSES _____
DATE NEEDED: _____ [] THESIS/PROJECT TITLE : _____
PULL-OUT DATE & TIME: _____
 EXPECTED DATE & TIME RETURNED: _____

BORROWER'S SIGNATURE OVER PRINTED NAME

APPROVED BY: _____ **NOTED BY:** _____


MENTOR'S SIGNATURE OVER PRINTED NAME IAFT TECHNICAL COORDINATOR

PLEASE FILL-UP INFORMATION LEGIBLY & COMPLETELY

DESCRIPTION	AVAILABLE	QUANTITY NEEDED	DESCRIPTION	AVAILABLE	QUANTITY NEEDED
CAMERA			AUDIO/VIDEO DEVICES & MICROPHONES		
ARRI16S	1		ELECTROSONIC WIRELESS LAVALIER SET	4	
ARRI16SB	1		(UM100/UCR100/LAV MIC)		
ZR80	1		ELECTROSONIC BOOM TRANSMITTER (UH100)	2	
ZR800	4		BOOM SET W/W END SHIELD/W END JAMMER/SOFTIE/BOOM POLE	3	

ILLUSTRATION 2: On-Campus Permit and Off-Campus Permit

IAFT-TECH FORM 1B



INTERNATIONAL ACADEMY OF FILM AND TELEVISION
On Campus
Student's Request To Shoot

Name: _____
 Course: _____ Term: _____
 Mentor: _____
 Contact No: _____

Location 1: _____
 Date: _____ Time: _____
 Shot/Scene: _____
 Dept. Head: _____
Approved by:
 HR/ADMIN: _____
 BF-P: _____
 ETV: _____
 SDC: _____
 School Director: _____

IAFT-TECH FORM 2B



INTERNATIONAL ACADEMY OF FILM AND TELEVISION
Off Campus
Student's Location Approval Form

Name: _____
 Title of project: _____

 Course: _____
 Class: _____
 Contact No: _____

Location 1: _____ **DATE:** _____

4. The Mentor's Responsibilities:

- 4.1 -To help select, approve and schedule student projects.
- 4.2 -To help choose and approve location for the projects.
- 4.3 -To help the students determine the type and number of equipment needed for the project.
- 4.4 -To approve and sign Equipment Requisition Form after careful evaluation of the selected equipment.

5. The Equipment Custodian's Responsibilities:

- 5.1 -To check all the necessary documents required in borrowing the equipment .
- 5.2 -To check if all documents are properly accomplished, signed and approved by authorized personnel.
- 5.3 -To check the availability of equipment.
- 5.4 -To check condition of all the equipment before releasing them to the borrower.

III. RETURNING OF EQUIPMENT

1. Student's Responsibilities:

- 1.1 -To return the equipment on time as indicated in the return date of the Equipment Requisition Form.
- 1.2 -Equipment should be returned by borrower and not by a third party.
- 1.3 -To be present and cooperate during the checking and inventory of the equipment.
- 1.5 -To agree along with equipment custodian and security personnel with the results of the checking and inventory of equipment by signing the equipment checklist.
- 1.6 -To notify immediately equipment cage and IAFT-Tech. Dept. for any damage/missing parts/loss of equipment.
- 1.7 -To file an incident report immediately if damage or discrepancies are found during the checking and inventory.

2. Equipment Custodian's Responsibilities:

- 2.1 -To check all returned equipment for possible defects, damage, missing parts or discrepancies by subjecting each to thorough inspection and testing.
- 2.2 -Custodian should document the defects and immediately notify the IAFT Technical Dept. and call the attention of the student by asking the student to file an incident report immediately.

IV. INCIDENT REPORTS

OBJECTIVE:

-To determine the cause of loss or damage of equipment and to evaluate the action to be taken after the filing of the incident report.

1. LOSS OF EQUIPMENT DUE TO THEFT OR ROBBERY

-Student's Responsibilities:

- 1.1 -Within 24 hours, students are required to report to equipment cage all incident involving loss of equipment due to theft or robbery.
- 1.2 -The student must file a police report with the nearest police station all incidents involving loss of equipment due to theft or robbery.
- 1.3 -To provide a copy of the police report to Facilities and Equipment Supervisor
- 1.4 -To fill up Incident Report Form with police report attached.
- 1.5 -To submit completed form to IAFT-Technical with Letter of Explanation for recommendation and evaluation from the Facilities and Equipment Supervisor/HR Admin/ Chief Financial Officer / Chief Operating Officer

2. LOSS OR DAMAGED EQUIPMENT DUE TO ACCIDENT OR NEGLIGENCE

-Student's Responsibilities:

- 2.1 -To report to equipment cage all incidents involving loss or damaged equipment due to accident or negligence.
- 2.2 -To take full responsibility of all equipment released to them and be accountable for any damages or loss under all circumstances, whether due to accident or to negligence.
- 2.3 -To obtain an Incident Report Form from the IAFT Technical Dept.
- 2.4 -To fill-up the Incident Report Form clearly and legibly by supplying all the necessary information.
- 2.5 -To submit completed form to IAFT-Technical with Letter of Explanation for recommendation and evaluation by the Facilities and Equipment Supervisor/HR Admin/Chief Financial Officer/Chief Operating Officer.

3. IAF-TECHNICAL DEPT. Responsibilities:

- 3.0 -To coordinate with Equipment Cage.
- 3.1 -To assist student in filing Incident Report
- 3.2 -To coordinate with Admission Dept. and Student Development coordinator by submitting accountability report of student involved.
- 3.3 -To help process the incident report through assessment of the damage/missing part/s/ and losses and routing for signatures.
- 3.4 -To coordinate with finance dept. for the costing of equipment.
- 3.5 -To make sure that all damage/loss equipment/missing part/s are repaired or replaced when the process is completed.

4. SDC's Responsibilities:

- 4.1 -To assist the Tech. Dept. in the processing of the incident report.
- 4.2 -To issue call slips to student with pending incident reports.

V. Charges and Penalties

- 5.1 -Charges and Penalties are based on the outcome of the investigation that will be conducted effective immediately after the notification of the incident.
- 5.2 -Loss or Damaged of equipment due to negligence, the cost of repair will be charged to student. If the equipment is totally damaged and could no longer be repaired, it is mandatory that the student will replace the whole piece of equipment or pay the equivalent amount based on the actual cost.