



Experimental Aircraft Association (EAA) Grand Traverse Region, Chapter 234

Tool Crib Program

Introduction

EAA Chapter 234 has invested in precision tools and technology for the exclusive benefit of its members to build and maintain their aircraft. This document will explain how to get the most of that benefit while protecting the Chapter's interest in these valuable assets.

Administration

1. The tool crib program will be approved by the Chapter 234 Board of Directors and will be administered by the Chapter 234 Build Committee.
2. The Build Committee will maintain a tool crib asset list that reflects the location and custody of all tools at all times.
3. The Build Committee will be responsible for processing all tool requests and for updating the asset list to reflect open requests of tools in use by members.
4. When tools are returned, a member of the build committee will inspect the tools and record any discrepancy or damage, place the tools back in the crib, and close the request.
5. Any changes to this program or policies below will be proposed by the build committee and approved by the board of directors.

Policy

1. EAA Chapter 234 tools are intended for the exclusive use by Chapter members on their personally owned experimental or certificated aircraft.
2. EAA Chapter 234 tools are not to be used in any commercial context. Specifically, they shall not be loaned, shared, or rented to non-members, nor used by members to provide a commercial service to non-members.
3. EAA Chapter 234 tools (except "High Value" tools) shall remain the personal responsibility of the borrowing chapter member at all times, including transit from the tool storage location to the aircraft location and back. Except for normal wear and tear or product malfunction, replacement or repair following loss or damage shall be the responsibility of the borrowing member.

4. The Build Committee and Technical Counselors will be available to answer members' questions or provide assistance in the use of any Chapter 234 owned tools.
5. Custody and usage of tools classified as "High Value" will be supervised by a member of the build committee or a Technical Counselor.
6. To obtain a tool from the crib, a tool use request form will be completed by the requesting chapter member and provided to a member of the build committee for processing.

Approved by the Board of Directors on: February 25, 2021

Signature (For the BOD):

Signature (For the Build Committee):

Reference: EAA Chapter 234 Tool Crib Asset List



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Tool Request Form

Date of Request: _____

Requesting Member: _____

Expected Location of Use: _____

Item	Date Checkout	Due Date	Date Returned	Notes

Checkout:

Member Signature:

Build Committee Signature:

Check In:

Member Signature:

Build Committee:
