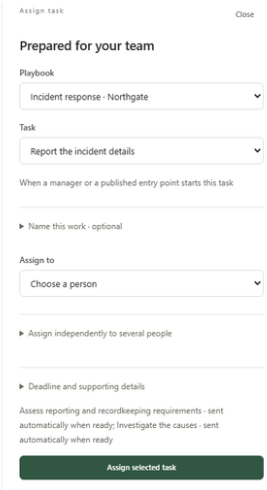
SIGN OUT SHARED EQUIPMENT AND RETURN IT CHECKED

Give damaged equipment returns a useful follow-up record

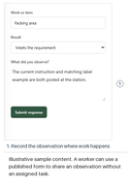
Capture incoming condition, damage photos and who received the item, or record a loss. An owned next action carries the condition or loss into follow-up so the responsible person knows what needs attention.

Sign out the shared equipment > Return and condition check

SkillSmith · Choose prepared work and its recipient — incident-response example



SkillSmith · Share an observation through a published form



SkillSmith · A recorded observation stays attached to its task



Choose prepared work and its recipient - incident-response example

Pay only when you see results

Agree the outcome for your first workflow with our team.

SELECTED CLIENTS FEATURED BY SKILLSMITH

verizon · KEYSIGHT TECHNOLOGIES · AMERICAN EAGLE · Berkeley UNIVERSITY OF CALIFORNIA

YOUR TEAM / THE DECISIONS THAT MATTER

The people involved in the working method

Each role has a defined contribution. Your team selects the people responsible for those parts of the work.

Your role	The contribution	SkillSmith support
Assigned team member	Sign out; Return and condition check	Respond with condition in, condition out, damage photos and expected return.

Assign the next action for damage or loss

In a worked example, the item returns damaged or is reported lost; record the condition or loss with an owned next action instead of closing custody as an ordinary return.

WORKED DECISION

Decision point	Information to use	Responsible next step
Working material	Custody and Shared equipment catalog	Open the selected material for this occurrence.
Recorded response	condition in, damage photos and returned to	Save the response with its work context.
Review point	returned to and or loss recorded	Agree the next action with the person responsible for this decision.

Review the selected material, this occurrence's response and any conditional follow-up.

CONNECTED WORK / PREPARED PLAYBOOKS

Sign out shared equipment and return it checked

Bring custody and shared equipment catalog into the prepared work. Assigned team member each receive the context needed for their part.

01 Sign out the shared equipment

Record item, condition out, expected return and photo.

02 Return and condition check

Record condition in, damage photos, returned to and or loss recorded.

Prepare the useful part of the workflow

Use the prepared sequence with the resources and responsibilities selected for your team.

Sign out shared equipment and return it checked

Shared tools, test instruments, radios and PPE kits are signed out to a person, returned on time and checked for condition - damage becomes a work order and loss is recorded, not discovered.

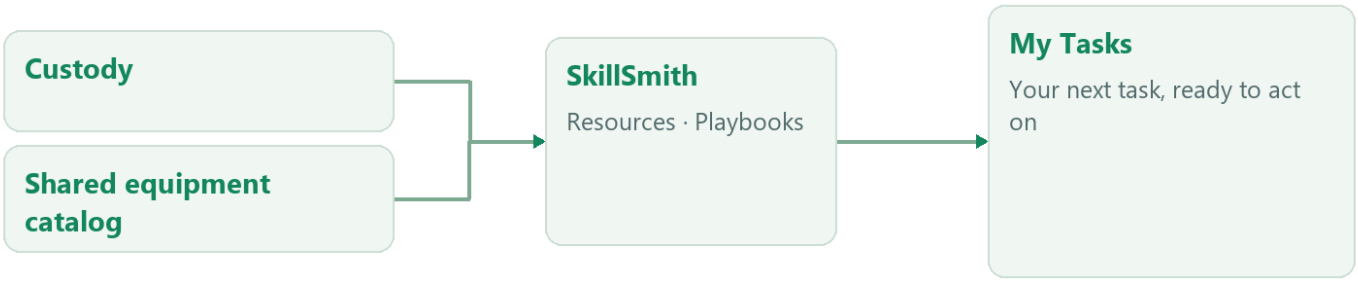
Tool crib · Maintenance

YOUR INFORMATION / CONNECTED WORK

The materials that make this method usable

Keep the relevant material available at the point it is used. The resource choices below support different parts of the work.

Your work context > SkillSmith > Your next contribution



Custody The task uses this material	The custody record.
Shared equipment catalog The task uses this material	The shared items and their home location.

YOUR DELIVERY PLAN / OUR TEAM

Prepare the first useful playbook

Start with the materials and people you already have. We help make the setup choices explicit before your team uses the method.

01 Select the working material

Choose custody and shared equipment catalog from the resources your team uses.

02 Agree the responsibilities

Confirm assigned team member for this method, then choose the people eligible to receive its work.

03 Walk through the selected route

Choose the task, eligible recipients and deadline, then walk through the actual response fields.

We are here to help



Rohit Singh
VP of Strategic Partnerships



Brent Jackson
Director of Customer Success

Prepare the method for your team

What stays with the recorded response?

The response for this occurrence retains condition in, damage photos, returned to and or loss recorded. It belongs to the work being reviewed, rather than replacing a different occurrence's record.

Which materials do we need to bring?

Bring custody and shared equipment catalog. We use those choices to prepare the working context, then check that each task opens the material it needs.

How do people receive the prepared work?

Select the prepared task and the relevant recipients when assigning work. Making a playbook available to a group and giving a person a task are separate setup choices.

What is the outcome for the wider workflow?

Returned and checked, or loss recorded with an owned follow-up.

WHY SKILLSMITH / YOUR NEXT STEP

Bring your work; we help prepare the method

We work with your team to organize the source material, responsibilities and review choices. Start with one useful example, then carry the agreed method into everyday work.

Without connected follow-through	With SkillSmith
An incomplete response loses its correction route.	Use waiting, return and correction paths with a responsible owner and retained context.
An open item has no visible responsible next action.	Inspect task state, related work and the responsible next action in Pulse.

Walk through this method with us

Bring one real example and the material your team uses. We will walk through the task sequence and the decision that matters to you.

- What condition was the shared item returned in, and what needs follow-up?
- The resource choices for this method
- Each responsible person's response
- The conditional route and wider outcome

Request a demo

skillsmith.com/contact