

Annex 1

Record of Transfer Register

NAME:	DATE
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CONSIDERATIONS	YES	NO	N/A	NOTES	
	✓				
1	Which type of equipment has been transferred?				
2	What quantity has been transferred?				
3	What has been the rationale for the transfer? (Has there been a specific request?)				
4	Who is the recipient of the equipment?				
5	Has a written agreement on the use and storage of the equipment been obtained?				
6	Has the recipient received training ensuring the correct application of the equipment?				
7	Has the Security Department been consulted prior to the transfer?				
8	Has the Community Relations Department been consulted prior to the transfer?				
9	Have all the company's transfer procedures been followed?				
10	Have monitoring mechanisms been established to ensure the correct use of the equipment?				
11	Has it been an ad hoc transfer in response to an urgent request?				
12	Is further maintenance/support necessary for the transferred equipment? (Fuel, rubber bullets, etc.)				
13	Has a signature been obtained by a person with responsibility for the transferred equipment?				