

Issue a loan camera kit

Fictional worked example / Use your own task and evidence

WI-LOAN-01 / Draft 0.1 / Approval pending trial and approval.

Document control and task boundary

Task	Issue a reserved camera kit to a colleague.
Owner	Equipment coordinator
Approval	Pending trial and approval; not an effective approved procedure.
Effective / next review	_____ / _____
Starting condition	A reservation exists for the named borrower and collection date.
Boundary	Use only for the approved kit list. Do not substitute components under this draft.
Inputs	Reservation record, kit ID, approved contents list, equipment issue record.

Issue the kit

1 Match the reservation

Expected result: Borrower name, collection date, and kit ID match the issue record.

If the result is wrong: If any detail differs, stop and ask the equipment coordinator.

2 Check visible contents

Expected result: Camera body, lens, battery, charger, and carry case are present.

If the result is wrong: Keep an incomplete kit at the desk. Record the missing item; do not substitute.

3 Record visible condition

Expected result: Record the observed issue or No visible issue noted.

If the result is wrong: Ask the coordinator if uncertain. This is not a functional inspection.

4 Confirm the return arrangement

Expected result: Borrower confirms the return date and location; both are recorded.

If the result is wrong: Request coordinator approval before changing a date.

5 Complete the handoff record

Expected result: Actual issue date, kit ID, borrower confirmation, and issuer are recorded.

If the result is wrong: Finish missing required fields before the kit leaves the desk.

Completion, help, and revision

Completion	The borrower receives the matching kit and the completed issue record shows the return arrangement.
Help	Equipment coordinator through the team's agreed contact route.
Revision note	Draft 0.1 adds an explicit stop when a component is missing.
Picture / reference if needed	No photograph is supplied in this fictional draft. For actual work, use an approved photo of the kit ID and current five-component arrangement.

Starting condition: a matching reservation exists. This fictional visual-inventory procedure is not an electrical, safety, or repair instruction. Keep the approved master and revision history in the required system.