Task #__A3__

NE-TF1 Logistics Activation Procedure

Reviewed/Updated 03/20/18

Task: A3 – Spare Equipment Keys

Category: Logistics

Group: Logistics

Responsibility: Logistics Manager

Assigned To: _____

Procedures to be completed:

_____ Determine Vehicles/Locked Storage Containers to be included in activation

_____ Access Key Safe in downstairs Logistics Specialist Office (Darrington's Office)

_____ Obtain spare key sets for each vehicle

_____ Use Plastic Case provided next to key safe to store/transport spare keys during activation as well as locked keyboxes

Completed by: (print name) _____Time: _____