

Society Name: Medical Students' Representative Council (MSRC)
Person Completing Log: Henry Clark (Co-Secretary)

**Guide to using this document:** Use the equipment logger to keep track of your society equipment. There are several benefits to effective equipment management: spot when you might need to start renewing old equipment and plan your budget accordingly, ensure your equipment is safe to use and in a good condition, to be used if item is damaged/stolen causing you to need to claim insurance, tracking where items are during committee handover. As a team it helps us ensure you are supported in the management of expensive or dangerous equipment, and that we can find you the right storage areas if this needs reviewing.

*If you have your own equipment log, you can use this instead but it must be uploaded to Engage*

*If you do not have any equipment, then upload this document document and write N/A in the line for the first item*

[illegible]