

THE MODEL A FORD CLUB OF VICTORIA INC

SPARE PARTS HANDLING POLICY

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1 PURPOSE & SCOPE

1.1 PURPOSE:

All policies and procedures developed by the Association flow from the *Purpose of the Association* as set out below:

- To encourage the preservation, restoration, exhibition, and use of the MODEL A FORD vehicle manufactured between 1927 and 1931 and all things pertaining to the MODEL A FORD including but not limited to: literature, technical information and historical information
- To encourage social activities and fellowship among members of the club
- To serve as a medium of exchange of ideas, information and parts for admirers of the Model A Ford vehicle, and to aid them in their efforts to restore and preserve the car in its original likeness. This Club will encourage members to exercise general assistance, and direction to its members in their restoration process.

1.2 SCOPE:

The Association's *Spare Parts Handling Policy* is to be used to guide the responsible acquisition, management, care, storage and disposal of Model A Ford spare parts.

This *Spare Parts Handling Policy* is a public document that is to be readily available for inspection by Association members and donors.

2 SPARE PARTS - LEGAL & ETHICAL OBLIGATIONS

GENERAL:

- 1 The Association is able to acquire or dispose of items only as directed by the procedures for Acquisition and Disposal set out herein.
- 2 No item will be accepted unless clear legal title is transferred to the Association. This is to be executed via the "Acknowledgement for Gift of an item for Disposal" form at Appendix 1 of this document.
- 3 No item which contains hazardous materials will be acquired; including, but not limited to, materials which are known to be explosive, flammable, poisonous, carcinogenic, potentially carcinogenic, radioactive, or containing asbestos. Any item about which there is doubt with regard to these matters will be further assessed as a matter of urgency and appropriate action taken as necessary.
- 4 The Committee acknowledges that it will only acquire items which can be appropriately managed as set out herein.

3 SPARE PARTS HANDLING – TEAM & REPORTING

OVERVIEW

From time to time the Model A Ford Club of Victoria is offered Spare Parts by members, related persons or non-members, to be held in reserve for future use in the restoration or maintenance of Model A Fords.

The most common source of spare parts so far has been when members die, become ill or move to somewhere without storage space and the member or their family members are at a loss as to how to dispose of what is often a large quantity of parts. In these cases, there is an additional purpose which is to assist the member or family with disposal of the parts.

In some cases, the Spare Parts Team may decide to accept parts other than Model A parts. In this case the aim will be to pass them on to a suitable club/s as soon as practicable.

The Committee acknowledges that in practice it will be necessary to strike a balance between administering the following procedures and ensuring the sustainable use of limited resources. An understanding of the relative value or usefulness of an item should be considered central to assisting with prioritisation of tasks and allocation of resources.

This Policy applies to future acquisitions and to spare parts already held by the Association as appropriate.

3.1 SPARE PARTS TEAM:

- 1 A Spare Parts Team will be responsible for the acquisition, management, care, storage and disposal of items, namely Model A Ford spare parts.

Occasionally relevant tools, manuals and books are also offered. This document does not apply to that type of item.

- 2 The Spare Parts Team will comprise up to 4 members approved by the Committee. The Spare Parts Team must comprise 1 executive committee member, 1 general committee member and 2 others.

3.2 REPORTING:

- 1 Each item offered for acquisition will be assessed using the criteria set out herein. Where the Spare Parts Team cannot reach agreement on an item a written report should be prepared for the Committee.
- 2 Each item to be considered for disposal will be assessed using the criteria set out herein at para 4.2. A written recommendation as to whether or not it should be deemed unsaleable and therefore disposed of as scrap will be made to the Committee for a decision.
- 3 The Committee must receive, and endorse if considered appropriate, recommendations made by the Spare Parts Team for the acquisition, rejection or scrapping of items.
- 4 A record of all recommendations received, and decisions made, by the Committee will be retained by the Association.

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- 5 Spare Parts Management will be included as a standing agenda item for Committee meetings, and the Spare Parts Team must present a report to each Committee meeting as to the status of acquisitions, pending assessments and relevant recommendations. The Committee has the right by majority vote to direct the Spare Parts Team to accept or reject an acquisition.
 - 6 Spare Parts Management work undertaken during each year will be included as part of the Association's Annual Report.

4 ACQUISITION OF SPARE PARTS, incl LARGE COLLECTIONS

The reason items are acquired is to encourage their future reuse by members and others in the restoration of Model A Fords.

4.1 METHODS OF ACQUISITION:

- 1 Items may be acquired by donation, or bequest.
- 2 Conditional donations or bequests will need extra consideration.
- 3 The Association should not be afraid to say no to a prospective donation.

4.2 SELECTION & ASSESSMENT CRITERIA:

A complete assessment of a large collection may not be possible and it may be practical to have an online or one or more garage sales prior to undertaking this. With large collections, the catalogue may include such descriptions as "box of assorted items".

Selection criteria:

- 1 In general, each item acquired should be a Model A Ford spare part.
- 2 In some cases, the Spare Parts Team may decide to accept parts other than Model A parts. In this case the aim will be to pass them on to a suitable club/s as soon as practicable.
- 3 In addition, the Spare Parts Team may decide to accept parts which are no longer useful and dispose of them via free metal recycling or other avenues as appropriate, in order to assist the member or family with disposal of parts.

Other make and no longer useful parts do not need to be catalogued but should be reported via the Acknowledgement for Gift form which will give a broad description of the items. A brief report should be made to enable tracking and to acknowledge the work of members.

Assessment criteria:

To guide the assessment of Model A items the Spare Parts Team and Committee could consider the following criteria.

- 1 Is the part in usable condition?
- 2 If an item is rusted beyond repair, could it be useful for pattern making?

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- 3 Is the item potentially dangerous? (Refer para 2.3)
 - 4 Is storage space available? Long term storage of parts remaining after an initial garage or online sale must be considered, although if remaining parts must be scrapped, this was the likely fate of all the parts if the club was unable to assist.
 - 5 Will there be a cost for transport and storage? The likely cost of any transport and/or storage required must be weighed against the likely income from sale of parts. However, if costs outweigh income, the difference has been spent in pursuit of the club's aims and may be acceptable. If initial estimates indicate a shortfall, Committee input should be sought.

To guide the assessment of non-Model A items and no longer useful parts, the Spare Parts Team and Committee could also consider the following criteria.

- 6 If other make parts are offered, can they be passed to a suitable club/s in a timely manner?
- 7 If no longer useful parts are offered, can they be disposed of in a timely manner and appropriately?

4.3 ACQUISITION PROCEDURES:

Before commencing an acquisition, first determine whether the item(s) should be accepted and where they will be stored.

The Acquisition documentation is developed in four (4) phases; during assessment, upon acceptance (or rejection), upon collection/delivery to storage, and as part of an administration/inventory management process.

The Association will keep accurate and up to date records of all items acquired for disposal. The Acknowledgement for Gift form is used to track the Acquisition process.

Assessment Procedure

- 1 The Spare Parts Team will assess the proposed acquisition against the selection and assessment criteria.
- 2 Where long term storage will be required, suitable storage, refer para 5.4, for items must be available before acquisition proceeds.
- 3 Where short term storage will be required for items for a garage sale or online sale, a suitable short-term space must be available, although this storage may be of lesser quality than long term storage depending on the items.
- 4 Where the Spare Parts Team cannot reach agreement on an acquisition, a report will be submitted to the Committee for a decision.

Acceptance Procedure

- 1 An Acknowledgement for Gift Form which includes the item(s) description, owner name, address, and contact number will be completed and signed by both parties when an item is received.
- 2 Where a large collection, or a collection of non-Model A parts, or parts for immediate disposal, is involved the Acknowledgement for Gift form need only give a broad description of the collection.

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- 3 The completed Acknowledgement for Gift Form will be copied. The copy will be given to the donor as a receipt, and the original will remain with the Spare Parts Team.

Collection/Delivery Procedure

- 1 Items may be delivered, by the donor or donor's representative, to the designated storage by arrangement with the Spare Parts Team.
- 2 Items may be collected from the donor by the Spare Parts Team and/or other MAFCV volunteers and delivered to the designated storage.
- 3 Items, by arrangement with the Spare Parts Team, may be collected from the donor by an approved carrier and delivered to the designated storage. The Committee will be guided by a recommendation from the Spare Parts Team as to a suitable carrier. Multiple quotes to determine a suitable carrier, may or may not be appropriate, depending on the circumstances eg: State Government lockdowns, etc.
- 4 The Committee will approve a carrier based on the recommendation of the Spare Parts Team.
- 5 A preferred option for heavy parts, is that they are delivered to storage by the donor.

Inventory / Administration Procedure

- 1 Other make and no longer useful parts do not need to be catalogued but should have been reported via the Acknowledgement for Gift form which will give a broad description of the items. The Acknowledgement for Gift form will be filed in a relevant folder and the gift reported in brief to enable tracking and to acknowledge the work of members.

Any items which are to be retained by the club after the above procedures have been carried out should undergo the following processes.

- 1 As soon as practicable, each item accepted will be listed on an inventory record. A photographic record may also be made, if appropriate.
- 2 The Acknowledgement for Gift Form will be noted and attached to the Inventory record. Both forms will be filed in a relevant folder. These records could be stored in the Library at the Phyllis Hore Meeting Room, Kew.
- 3 A letter of thanks will be written to the donor/s of significant items.

5 SPARE PARTS ACCESS, MANAGEMENT, STORAGE, CARE

5.1 PHYSICAL ACCESS:

- 1 Access will be dependent on the person storing the items and working in conjunction with the Spare Parts Team, by arrangement.
- 2 Access is to be available on the day of the garage sale and prior to commencement of the sale for viewing.

5.2 OTHER ACCESS FORMATS:

- 1 Information about the items may be promoted via the Association's magazine Ford Torque.
- 2 Information may also be made accessible to members via the Association's web site and or via other digital methods as determined from time to time.

5.3 MANAGEMENT:

- 1 The Committee is committed to ensuring that the items receive the best standard of care and treatment available within the Association's means and within the storage available.
- 2 The Committee is committed to ensuring accurate and complete records of all items and their movements are kept. Acknowledgement for Gift Forms, receipts, inventory and stock take information will be kept.
- 3 The Spare Parts Team will conduct an annual stock take to ensure that items remain appropriately stored until disposal.
- 4 The annual stock take of items will be carried out by the Spare Parts Team prior to the November AGM. Stock take records should preferably be in digital form.
- 5 Inventory information will be made available to Committee and from time to time to members via Ford Torque and the MAFCV website

5.4 STORAGE AND CARE:

Each storage location should be environmentally suitable for the items being housed. The Spare Parts Team will endeavour to ensure that the items are housed in the most appropriate storage facilities available at the time.

- 1 Stored items should include labelling and photographs, and where possible be separate from other items owned by the storage provider.
- 2 Storage areas should be regularly checked and secure, and sealed against the weather.
- 3 Access to storage areas should be restricted to those persons carrying out a specific task on behalf of the Association or the person who is providing the storage, unless it is suitable for disposal of items to occur at the storage area.

6 DISPOSAL OF SPARE PARTS

6.1 DISPOSAL CRITERIA:

An item may be disposed of for a variety of reasons, including:

- 1 The item does not meet the primary reason items are acquired, which is to enable their reuse by members and others in the restoration or maintenance of Model A Fords.
- 2 The management and or storage costs are beyond the Association's means.
- 3 The item is hazardous or poses a health and safety risk, for example parts known to or likely to contain asbestos (refer para 2.3).

6.2 DISPOSAL PROCEDURES:

Disposal Procedures:

- 1 Items for disposal will be assessed by the Spare Parts Team.
- 2 Spare Parts Team to make recommendation to the Committee on most appropriate way to dispose of items.
- 3 Disposal of items can only be approved by the Committee, including method of disposal.
- 4 Disposal method should, as far as practicable, give members first and equal opportunity to purchase items.
- 5 A twelve monthly inventory of spare parts available will be listed in Ford Torque.
- 6 Scrap items if appropriate. A short statement will be prepared indicating why the item is recommended for scrap and a photo taken.
- 7 The method of disposal will be noted in the report accompanying the proceeds from disposal to the Treasurer.
- 8 Any funds realised from the disposal of items should be used to further the Purpose of the Association.

Methods of Disposal:

- 1 Annual garage sale/swap meet with online inventory made available prior.
- 2 Online auction.
- 3 In person auction.
- 4 Email to members from Spare Parts Team inviting offers for item/s.
- 5 Tender process for large and heavy items.
- 6 Sale for Scrap.
- 7 Take to the tip/ metal recycler.

7 REVIEW & ENDORSEMENT

The Committee acknowledges that review triggers would include, but not necessarily be limited to, any changes in the focus of the acquisition of spare parts for disposal, in the ability to store and care for the spare parts, and in administrative procedures.

This policy document and associated procedures will be reviewed by the Committee on a regular basis, and at least once every four (4) years, to ensure it continues to address the needs of the Association in relation to the acquisition of spare parts for the use of members.

**Endorsed by Committee of Management, The Model A Ford Club of Victoria
Incorporated at the meeting held on 5 October 2022.**

Signed by  _____, Rob Turner, President.

Signed by  _____, Rob Rush, Secretary.

8 DEFINITIONS

Acquisition – means the formal process by which an item will be obtained for the Association, for example through donation or bequest, and accepted under this Policy.

Association – means The Model A Ford Club of Victoria Incorporated.

Cataloguing – is the process of identifying in descriptive detail each item for disposal. Cataloguing may also include a photograph and any other additional applicable information.

Committee – means the Committee having management of the business of the Association.

Disposal – means the formal process by which an item will be disposed of including to enable their reuse by members and others in the restoration or maintenance of Model A Fords.

Digitisation – is the process of creating a digital record / copy of an item, for example, taking a digital photograph.

Donation – means any items offered and accepted by the Association.

Items – in terms of this policy refers to spare parts acquired for the purpose of enabling their reuse by members and others in the restoration of Model A Fords.

Large items – eg: Model A Ford car body parts, engines, differentials, rear axles.

Maintenance – means the process of preserving a condition or situation or the state of being preserved.

Member – means a member of the Association.

Preservation – means the method of maintaining items in as close to original condition for as long as possible; to retard deterioration and extend the useful life of items for disposal. Considerations include monitoring and controlling environmental conditions; providing adequate storage and physical protection.

Selection – means the decision-making process, based on selection and assessment criteria, for acquiring items.

Spare Parts Handling policy – is a written statement which guides the Association's aims, practices and procedures in managing the items. This policy identifies the types of items the Association will acquire and the conditions governing the disposal of the items.

Spare Parts care – is a broad concept that encompasses a range of activities which have an impact on the preservation of the items for disposal.

Storage – refers to the physical housing of the items. All storage areas should, as far as practicable, protect the items against harmful factors in the environment, accidents, disasters, and theft, and preserve them for future reuse by members and others in the restoration of Model A Ford.

The following appendix is a separate document which is available as a hard copy and stored
In the forms folder in the Library.

APPENDIX

Acknowledgement for Gift of an Item form referred to in this document as the
'Acknowledgement for Gift form'

THE MODEL A FORD CLUB OF VICTORIA Inc.

Registration No A 0004008 Y

The Secretary
P.O. Box 72 Bittern 3918
Email: srush38@bigpond.net.au

**ACKNOWLEDGEMENT FOR GIFT
of an Item for Disposal**

I, _____ ('the Donor'),
Please Print Name

of _____
Please Print Street Address

hereby give to the Committee of Management of the Model A Ford Club of Victoria Inc ('MAFCV') the items described in the Schedule, and I the Donor do:

1. Guarantee that I am the sole owner of / legal owner with power to donate* the items described in the Schedule and that these items are free from all claims and encumbrances.
**Strike out whichever is not applicable*
2. Hereby give to MAFCV title and interest in the items listed in the Schedule.
3. Declare that I have entered into this gift of my own free will, voluntarily, and without influence.
4. Acknowledge that the items within this donation will be subject to, and administered under, the provisions of MAFCV Spare Parts Handling Policy.

Donor Signature: _____ Date: _____

Additional contact details of donor:

Postal address: _____

Phone/Mobile: _____ Email: _____

Schedule of items to be donated:

List each item or category of items, attach sheet for long list. If possible, attach a photograph of the item(s).
Please make sure all items meet the selection and assessment criteria of the Spare Parts Handling Policy.

Connection to Model A Ford Club of Victoria (optional):

Make a note of any 'stories' about the item and its chain of ownership/provenance which may be of interest to future users of the items.

Acknowledgement

MAFCV hereby accepts your gift of the items described in the Schedule above, and acknowledges that it now has full title to, and responsibility for, the said items.

Received by: _____
Please Print Name and Volunteer Capacity

Signature: _____ Date: _____

Two copies of this form are to be signed; and one retained by the Donor and one by MAFCV.

Office Use Only:

ACTION:	DATE/OTHER
Items assessed by Spare Parts Team	
Items received by MAFCV	
Copy of this form given to donor	
Items delivered to storage	
Report prepared for Committee	
INVENTORY:	
Items recorded in Inventory	
Inventory Number(s)	