

8.3.4.4 Schedule Checks

Set up a schedule with the dates of required checks (for example, January 31 and July 31) and submission of reports to the corporate risk manager. If your battle box is deployed in a test, an exercise, or an emergency situation, the checks in Table 8-1 should be carried out at the end of the test or emergency. These checks should be an integral part of the training in order that the users become familiar with the box and its contents during the process.

8.3.4.5 Create a Battle Box Checklist

Table 8-1 gives you a sample battle box checklist. A typical battle box inspection would require some or all of those checks to be carried out at regular intervals, as discussed above. However, the actual interval between checkups will depend to a large extent upon the shelf life of its more vulnerable contents. The emergency response manager or the BC manager is expected to supervise checks on all battle boxes within his or her area of responsibility.

Table 8-1. Sample Battle Box Checklist

Action	Check
Remove contents and lay them out for inspection. (Compare contents with reference photo stored in battle box).	
Check that all batteries are in good condition. (Check them for leakage and charge).	
Check for damage or deterioration of box and its contents.	
Check for signs of dampness, desiccation, or decay (e.g., sticky tape may no longer be sticky).	
Check documents for legibility and accuracy. (Lists, maps, and plans may be out of date.)	
Check that all pens still work. (Replace wherever there is doubt.)	
Check for evaporation or leakage of liquids.	
Check the actual contents against the contents list.	
Check labeling and color coding.	
Review adequacy of contents. (Has anything changed so as to affect the use or purpose of the box and its contents?)	
Make a note of the dates of inspection and replenishment.	
Remove and replace any pens which are over 12 months old.	