

Combe Mill

Location & Movement Control

Work in Hand

Combe Mill – Location and Movement Control

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Museum Details

Name of museum Combe Mill

Name of governing body Combe Mill Society

Approved by governing body on: xx March 2010
Policy is due for review by: 31 August 2010

Location and Movement Control

All machinery, tools, artefacts and collections shall have an identified location in the Mill that is recorded in the collections management system (CMS).

When an object or machine is taken away for loan, maintenance or repair, a ticket shall be attached to the item stating its original location and a ticket left in its usual location that states where it has been re-located and for what purpose.

For any large item or those comprising several components, a check shall be made before and after movement that all parts are present. Digital photography may be used to support this evidence.

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