

## Organise the transport of props

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### Overview

This standard is about scheduling the transport of props to and from locations, preparing props for transport and monitoring the transportation process.

Props can be either those that have been hired, or those that belong to the production company, or product placements, or all of these.

This standard may be suitable for the role of Props master\* and Props storeman. \*

\*This is a generic term and not gender specific.

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**Performance criteria***You must be able to:*

1. identify delivery requirements in line with production and shooting schedules
2. liaise with relevant personnel about the availability of props
3. check and confirm that all required vehicles are available and meet requirements, including the standby truck
4. ensure that arrangements for delivering props meet the production requirements and that transport availability is confirmed
5. check and confirm that all props are clearly marked for use on, and delivered to, the appropriate sets
6. specify key information in the schedules including collection points, delivery points, deadlines and security arrangements
7. prepare and store transportation schedules and make them available when required
8. check and confirm the identity and quantity of props against schedules and requirements
9. pack props to protect them from damage during transportation, noting and reporting damaged or missing props
10. implement special arrangements for packaging and protecting high value and fragile items
11. adapt the transport schedule in response to changing production requirements
12. acquire appropriate permissions and documentation for transportation
13. store completed records for future use

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**Knowledge and understanding**

*You need to know and understand:*

1. how to interpret delivery requirements from production plans and shooting schedules
2. how to construct a flexible transport schedule and the importance of checking it for accuracy
3. what security arrangements are required during transportation and storage
4. the permissions and documents that need to be acquired for transportation
5. types of props and the conditions for their transportation
6. the types of containers and packaging and their suitability for different types of props
7. procedures for dealing with damaged and missing props including theft and malicious damage
8. the specific cost implications for the loss of, or damage to, product placement items
9. the transport arrangements
10. the range of vehicles, and their suitability for transporting different types of props
11. criteria for reviewing the safety and security of transport arrangements
12. the relevant health and safety legislation, regulations, and protocols relating to the transportation of props
13. how to complete and store records

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