

ARTICLE H: APPARATUS AND EQUIPMENT

SECTION 3: DAILY/WEEKLY APPARATUS INVENTORY CHECKS

POLICY

The Fire Department personnel assigned as apparatus operator will perform a vehicle inventory prior to putting the apparatus into service for the day.

PURPOSE

To provide guidelines for department personnel in completing daily inspections and records regarding the condition and/or mechanical safety of all equipment.

PROCEDURE

- 3.1 Personnel assigned as operators of Fire Department vehicles shall be held responsible for that vehicle and the tools and equipment carried.
- 3.2 Operators shall perform a Pre-trip Inspection, check tools, equipment, tank supply, operate pumps and relief valve, grease pump panel fittings as needed, and clean apparatus immediately after morning assignment; riders shall assist the operator until the completion of the checks.
- 3.3 The status of the apparatus, tools and equipment shall be reported to the company officer upon completion of morning inspection and after all alarms before leaving the scene. Note any discrepancies on the daily Pre-trip Inspection Report.
- 3.4 All stations shall be provided with "weekly apparatus inventory check-off forms." The intention of the "weekly apparatus inventory check-off form" is to permit a means of accurate and timely replacement of lost or damaged equipment.
- 3.5 The inventory check-off form is designed to be used for a period of three (3) months then discard.
- 3.6 The inventory sheet set indicates all equipment carried on the apparatus, as well as equipment location and quantity.
- 3.7 Weekly inventory checks shall be made on Sundays using the "weekly inventory apparatus check-off form." This will allow operators to account for the equipment for which they are responsible.

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