

Washington Township Fire Department Standard Operating Procedure

Division 500: Maintenance
Section 501: Vehicles & Fire Apparatus
Subject 501.03: Equipment Repair Requests
Supersedes: Maintenance Bulletin 88-1



Approved By:

Date: January 31, 2005

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PURPOSE:

To provide a means to report needed service on vehicles, apparatus, or equipment.

RESPONSIBILITY:

All members shall initiate or complete the required form(s) when discovering the need for any service, repair or maintenance that is needed on a vehicle, apparatus, or piece of equipment.

PROCEDURE:

Through use, inspection, testing, or casual observation when a member observes or has reason to believe that a vehicle, apparatus, or piece of equipment requires some form of repair, service or maintenance, that member shall report it in writing. Such writing will be on department form "Equipment Repair Request", Form #74 (three parts; white, yellow, and pink). Examples of items that shall be reported can be found in Appendix 501.08 - NFPA 1915, Standard for Fire Apparatus Preventive Maintenance Program. Other forms of communication such as AVO's or Speedy Reply's shall not be used to request repairs on vehicles, apparatus, or equipment.

In the event that a repair requires immediate attention, members may contact the Maintenance Department directly after securing permission from the Shift Commander.

The Equipment Repair Request will be completed as follows:

The STATION is for the station requesting the repair.

Current DATE information.

UNIT I.D. is the three-digit number as assigned by the Maintenance Department.

Place the appropriate letter(s), A, B, or C, next to the category(ies) that require repair, service, or maintenance.

Complete the REMARKS section in a brief manner that will assist in describing or otherwise detailing the exact nature of the problem.

The member is to print their name in the UNIT REQUESTING REPAIRS portion of the form.

An Officer is to sign in the STATION OFFICER portion of the form.

The pink portion of the 3-part form is to be retained in the Station Record files.

The remaining white and yellow copies are not to be separated, but forwarded through the internal mail system to the Deputy Chief's Office.

Should the needed repair, such as adding a quart of motor oil, be completed unremarkably, the member shall still complete the Equipment Repair Request form and simply indicate that the needed service (Letter C) has already been accomplished.

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Articles of equipment in need of repair or servicing may not have a category area or UNIT I.D. completed. Within the REMARKS section it should be noted where the article of equipment is located so a person can otherwise retrieve the article for the requested service or repair. In addition to completing the Equipment Repair Request form, a department red Repair Tag shall be completed, including a notation that an Equipment Repair Request form has been submitted. The Repair Tag shall be attached to the article of equipment.

As a courtesy to others, copies of requests can be posted on station boards, or written on station white boards, to advise other users that said request(s) has already been completed and forwarded for processing and action.

References

Appendices

501.08 - NFPA 1915, Standard for Fire Apparatus Preventive Maintenance Program

Manufacturer Publications

Any manual, drawing, or document furnished by the manufacturer to provide, use, service or repair information