

Washington Township Fire Department Standard Operating Procedure

Division 500: Maintenance
Section 501: Vehicles & Fire Apparatus
Subject 501.09: Apparatus & Equipment Confirmations
Supersedes: General Order 75-1 (4/25/97)



Approved By:

Date: October 31, 2005

Page: 1 of 1

PURPOSE:

To provide regular meaningful inspections and assessments of departmental vehicles, apparatus, and equipment during pre-incident and/or post-incident circumstances.

RESPONSIBILITY:

Each member shall work to ensure that the proper, effective, and most efficient work practices are employed to confirm that all vehicles, apparatus, and equipment is in a ready state before and/or after expected use. Members shall regularly familiarize themselves with the best procedures to provide confirmation, as well as remain familiar with the provisions of this policy and the necessary departmental forms to complete this work.

PROCEDURES:

Vehicles, apparatus, and equipment shall be assessed by members, on a regular basis, to determine that they will be reasonably capable of serving their intended purpose. "On a regular basis" may include, but is not limited to, daily, weekly, and/or monthly work practices, and under special circumstances, could include hourly, semi-annually, annually, etc.

Vehicles, apparatus, and equipment shall have a number of different confirmations, performed by members, dependent upon the assessments to be verified. Necessary forms have been developed to record information, and shall be used in a manner with such frequency as indicated by the form. Supervisors will provide direction on exactly what time of day and/or day of the week when the actual physical confirmation(s) is performed. The presence, condition, fullness, quantity, and operability are measurable assessments that shall be recorded on the appropriate form(s) provided. Members shall record factual information on such forms without elimination, embellishment, or editorializing. Any defects or deficiencies shall be corrected and/or reported as required by the assessment or policy.

Forms which will be used to complete confirmations may include, but are not limited to Apparatus Inspection Sheet, Daily Check List (fire), Daily Vehicle Check List-Mini Pumper, EMS Equipment Check Sheet, EMS Post Run Check List, Foam Bank Trailer #3 Weekly Check List, Generator Check Sheet, Medic Supplies & Equipment, Post Run Check Sheet (fire), Vehicle Check List-U3, and Vehicle Check Sheet (fire).

References: