

Washington Township Fire Department Standard Operating Procedure

Division 500: Maintenance
Section 504: Protective Clothing & Equipment
Subject 504.03: Respiratory Protection Equipment Technician
Authorization and Recordkeeping



Supersedes:

Approved By:

A handwritten signature in black ink, appearing to be "Bill [unclear]", is written over the "Approved By:" text.

Date: July 8, 2010

Date Last Reviewed:

Page: 1 of 2

PURPOSE:

It is essential that the Department invoke best practices to perform maintenance on the respiratory protection equipment and to document the maintenance, inspection and testing of the equipment. This procedure describes the Department's processes for achieving quality maintenance and accurate recordkeeping.

RESPONSIBILITY:

The Department has trained and qualified members, respiratory protection equipment technicians (RPET), that test, repair and perform maintenance upon respiratory protection equipment (RPE). Members must become familiar with and use the provisions of this procedure, and refresh themselves as necessary to maintain their effectiveness.

PROCEDURES:

Technician Authorization

RPET receive training from manufacturers that qualify them to perform the duties and tasks associated with the testing, repair and maintenance of RPE. Individual personnel records contain evidence that a member is qualified.

RPET perform the level of repair or rebuild for which they are qualified and authorized by the RPE manufacturer. RPET only use parts approved or authorized by the RPE manufacturer.

RPET perform and complete periodic inspections and preventive maintenance as recommended by the manufacturer(s) of the RPE. RPET conduct breathing machine and complete RPE inspections according to manufacturer's recommendations and National Fire Protection Association (NFPA) Standard 1852 (see **References**) before returning RPE to use. The breathing machine and its operation are required to comply with the *Quality Improvement* provisions of Procedure 309.07 (see **Reference**).

RPE is periodically rebuilt according to manufacturer's recommendations. A RPE rebuild is necessary to replace worn or aging components at a frequency recommended by the manufacturer. RPE that is cannot be rebuilt or repaired at the RPET level is returned to the manufacturer's representative. The manufacturer's representative makes a recommendation about the repair, rebuild or disposition of the RPE. If an article of RPE is not repairable, than a RPET will work through the process of permanently removing the equipment from use.

Subject 504.03: Respiratory Protection Equipment Technician Authorization and Recordkeeping

Date: July 8, 2010

Page: 2 of 2

Recordkeeping

The Staff Officer assigned to SCBA/Respiratory creates a record of new RPE and companion components (i.e., pressurized cylinders) upon their initial receipt. Other RPET will assist in maintaining records until the date of disposal or removal from inventory. Each record includes, but is not limited to, manufacturer, vendor, purchase date and cost, type of unit, model and serial numbers, parts information, history of repairs and rebuilds, and date removed from service.

RPET create and maintain a record of tests conducted on members¹ and equipment. These tests may include, but are not limited to, bench machine tests, breathing air quality tests, hydrostatic tests, and mask fit tests².

As necessary or assigned, the RPET disseminate reports that provide evaluation and quality improvement information about usage, effectiveness, costs, parts, wear/deterioration, and maintenance. RPET conduct annual audits of RPE and practices to ensure that nationally recognized standards are met or exceeded.

Records maintained electronically are backed-up regularly via Department/Township procedure. When RPE are removed from inventory or traded in, the individual record is retained in accordance with the records and retention procedures of the Department and Washington Township.

References

National Fire Protection Association (NFPA)
Standard 1852 – *Selection, Care and Maintenance of Open-Circuit SCBA*, 2008 edition
Standard 1981 – *Standard on Open-Circuit SCBA for the Fire Service*, 2002 and 1997 editions

Washington Township Fire Department
Procedure 309.07 – *Respiratory Protection Program*

¹ Medically confidential member records are kept as part of a member's medical file.

² The mask fit test record will at a minimum include the member's name, type of fit test, specific make and model of facepiece, and the pass/fail results of the test.