Purpose

To establish criteria and define responsibilities necessary for the proper maintenance of apparatus and equipment, for maintaining periodic inspection forms and maintenance requests, and to properly place an apparatus out of service.

Policy

Inspection and Maintenance

All apparatus, including reserve, shall receive daily inspection and maintenance by the assigned personnel. Company Officers shall monitor and assist maintenance activities by reviewing all forms to ensure correct preparation and completion.

All apparatus within each fire station for emergency response or garaging will receive inspection on a daily basis. This activity will be recorded into Hansen and will be monitored and reviewed by those persons assigned to that responsibility.

The Physical Resource Supervisor has overall responsibility for Fire Department apparatus and shall maintain all records with regard to apparatus inspection, repairs, and certification testing.

Engineer Responsibilities:

- Shall perform a vehicle maintenance inspection following Engineers inspection guide.
- Shall perform an inventory of apparatus equipment and supplies as part of the daily inspection.
- Shall enter maintenance and inventory information into Hansen by 10:00 a.m. daily. If later, the reason for the delay must be provided including run number if applicable.

Company Officer Responsibilities:

- Shall ensure vehicle maintenance inspection and inventory is completed and entered into Hansen by 10:00 am. Delays must be explained as above.

Maintaining Documentation:

- Each apparatus shall be inspected and form submitted via Hansen on a daily basis as stated above.
- Each assigned Engineer/Acting Engineer is responsible for entering inspection into Hansen.

- The Engineer/Acting Engineer will make appropriate entries into Hansen. A work order will be generated in Hansen as needed when a maintenance item is encountered during the daily inspection.

Placing Out of Service

In the event of apparatus malfunction, breakdown, or any other situation requiring that the apparatus be placed in an out-of-service condition, the responsibilities are as follows:

Engineer Responsibilities:

- Complete vehicle work order via Hansen.
- Notify company officer of apparatus or equipment problem.

Company Officer Responsibilities:

- Notify the Alarm Room if unavailable for service.
- Notify the Shift Battalion Chief if unavailable for service.

Shift Battalion Chief Responsibilities:

- Contact Physical Resource Supervisor to arrange apparatus repairs or change out apparatus into reserve unit.

Failure to comply strictly with this SOP is considered a serious safety violation and will result in disciplinary action.

Approved:_____ 9/29/05

Robert McKibben, Fire Chief Date