

PURPOSE

It is the objective of the Peoria Fire Department to maintain the highest level of emergency service for all fire apparatus. The optimum use capability can only be assured if all line units are equipped with the complete inventory of equipment. The daily inspection and recording the presence of each piece of equipment on a standardized inventory form is the only way this objective can be achieved.

The implementation of this management procedure will:

- Maintain the standard compliment of equipment on fire apparatus.
- Provide administrative control of equipment for maximum use capability.

POLICY

To attain and maintain this objective, it shall be the policy of the Peoria Fire Department that apparatus will be inspected and recorded into Hansen daily by the Engineer. The Company Officer will validate each inspection performed.

The daily inventory is part of the apparatus inspection form, blank forms are on FD Intranet site.

RESPONSIBILITIES

Engineer on assigned apparatus:

- Conducts apparatus inventory in conjunction with daily inspection master list every day by 10:00 a.m. If later, the reason for the delay must be provided including run number if applicable.
- Notes any shortages or discrepancies into Hansen.
- Removes overages (if any) and attaches a red tag to the items for return to the apparatus to which it is assigned, or for pick up by Support Services.
- Completes Part 1 of LSDR if appropriate, and forwards to Company Officer.
- The completed inventory record gets routed to the Company Officer for his/her review and validation for the removed item(s), if any.

Company Officer:

- Participate in inventory activity when available.
- Validate inventory records as indicated.
- Communicate losses or overages to Support Services Physical Resources Supervisor.
- Complete Part 2 of LSDR as appropriate and forward to Shift Battalion Chief for review.
- Record needed inventory via Hansen.
- Arrange for pick up or re-supply as needed with resource supervisor.

Shift Battalion Chief:

- Review completed LSDR form for accuracy.
- Sign completed form.
- Complete Part 3 of LSDR. If needed, investigate and take appropriate action.
- Forward appropriate copies to Support Service Division.

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

Approved: _____


Robert McKibben, Fire Chief

9/29/05

Date