

**PURPOSE**

All equipment carried on Fire Department apparatus shall be inspected at the beginning of each shift to insure that all equipment is accounted for and that it is in good working order.

**POLICY**

Damaged/Defective Equipment:

From time to time, equipment can be damaged during normal use as well as misuse. This equipment must be repaired and/or replaced as soon as possible. To insure that such equipment is appropriately tagged, logged, and repaired, the following procedure shall be used. In addition, a lost, stolen, damaged property report might need to be completed.

Red Tagging:

Equipment found defective or damaged shall be immediately removed from the apparatus and tagged (see sample below). The tag must be filled out completely.

Notification:

When equipment is found damaged or defective, it must be replaced to insure that each piece of apparatus is in service and ready for emergency response. Engineer shall submit intranet fire equipment repair request for repair or replacement. If immediate replacement is needed, please call Support Service Tech, Sr. Fire Mechanic or Physical Resource Supervisor.

Logging:

It will be the responsibility of each company officer to insure that all equipment found damaged or defective is immediately removed from the apparatus, tagged, and entered into the company log book. The same information contained on the tag shall be entered into the company log book.

When equipment is repaired and replaced, it also shall be logged into the company log book.

DATE \_\_\_\_\_ TIME \_\_\_\_\_  
EQUIPMENT NO. \_\_\_\_\_ SHIFT \_\_\_\_\_  
STA \_\_\_\_\_ INT \_\_\_\_\_  
ITEM \_\_\_\_\_  
DISCREPANCY \_\_\_\_\_



Approved: \_\_\_\_\_ 10/18/04  
Robert McKibben, Fire Chief Date