



Rogers Fire Department Standard Operating Procedures

Policy Title:	Apparatus Inspection and Care		
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PURPOSE

The purpose of this policy is to ensure the apparatus is inspected and inventoried so that equipment is consistently available for use and emergency response.

POLICY

All apparatus (frontline and reserve) will be inspected each day, with no exception to holidays or weekends. Company officers shall be responsible for ensuring that their assigned apparatus are inspected daily. The daily inspections of apparatus shall consist of ensuring:

- The fuel level is above 7/8 of a full tank
- The booster tank is full (if applicable)
- The apparatus engine starts and deploys into pump gear (if applicable)
- Hand tools and cab equipment appear to be in their appropriate location
- Passport accountability tags are in place for the shift's riding assignments
- The aerial device is functional and working properly (if applicable)
- Warning lights and devices are intact and working properly
- All SCBAs are completely filled and functional
- Tires are properly inflated per the apparatus manufacturer's recommendation
- Radios power on and function through the self-check process

- Mobile computers or tablets function and are connected to the dispatch system

Inspection of fire department apparatus will begin no later than 0730 hours each day and deficiencies immediately reported to the company officer. Exceptions to these times will be made if special training sessions or emergency incidents postpone starting or finishing the inspection. All emergency repairs are to be reported to the company officer immediately so that repairs can be made or scheduled with the appropriate maintenance facility.

It will be the responsibility of the company officer on shift to see that all needed repairs are reported and that the repair is scheduled, typically through delegation to the assigned Fire Equipment Operator. The on-coming shift shall be notified as to broken or missing equipment or apparatus that is out of service by the company officer of the preceding shift.

Detailed Inspection Schedule

Although apparatus will be checked daily, a thorough inspection and inventory will occur once a week. A detailed inspection form will accompany each apparatus and will be turned into the Citywide Tour Commander for record keeping purposes. Master copies of these forms will be available on the shared computer drive and archived completed copies shall be maintained by Administrative Assistants assigned to Central Fire Station. Detailed inspections will occur each Sunday. In addition to the detailed inventory, special attention will be paid to specific equipment on the apparatus, based on the week of the month.

The first week of the month – Pumps – Lubrication, valve maintenance, etc
The second week of the month – SCBA – Cleaning, testing, thorough inspection
The third week of the month – Ladders – Cleaning, thorough inspection
The fourth week of the month – Hand and Power Tools – Cleaning, load testing, oil/gas maintenance

The scheduled tasks listed above will be completed on Sunday, following the detailed inspection. Reserve apparatus stored in the station shall be driven during their detailed inspection, allowed to come to operating temperature, and properly maintained with all tools and equipment in place. Brush pumpers, the ARFF unit, and Collapse Rescue Unit receive special attention each week in separate policies.

Collapse Rescue Units will be sealed at each access door. Their contents will be inspected by a member of the SOT at the conclusion of scheduled monthly SOT training and following breakage of a door seal. These units will be checked for basic function and proper operation daily in accordance with SOP 246.

Apparatus shall also receive a detailed inspection following their return to service from any third-party maintenance facility. The company officer shall be

responsible for ensuring this inspection is complete prior to placing the apparatus back in service with the dispatch center.

Inspection/Care Guidelines

Fuel, oil, coolant, brake, and windshield washer fluids shall be checked prior to starting apparatus. Transmission and power steering fluid shall be checked with the apparatus running unless indicated otherwise by the manufacturer. The condition of batteries, belts, hoses, and tires will be visually as well as physically inspected. Portable radio batteries will be checked to ensure at least a 75% charge. Emergency warning equipment should also be operated to ensure they are functioning properly.

Appearance

Each shift shall attempt to wash the apparatus as needed. At a minimum apparatus should be washed and cleaned for the oncoming shift. Apparatus should never be transferred to the oncoming shift dirty or in deplorable condition.

Apparatus Specific Check Forms

Updates to equipment locations or type in the apparatus detailed check forms should be submitted in writing to the Deputy Chief of Operations. The most current edition of the apparatus inspection form will be available for printout via the computer network on the fire department shared folder.

Durable Medical Equipment

Durable medical equipment, such as cardiac monitors, mechanical CPR devices, and other specialty equipment shall be inspected and maintained based on the schedule of the apparatus it is located. Problems and required preventative maintenance on this equipment shall be submitted via the electronic maintenance reporting system to necessary individuals under the "EMS Equipment Maintenance Request" category. Preventative and incidental maintenance of durable medical equipment shall be logged by the EMS Program Manager or his designee into the Firehouse RMS for record keeping.

Medications

Medications shall be inventoried and checked for expiration on all apparatus, on the first day of each month. Expired medications shall be placed in the EMS supply room at Fire Station 1 for proper disposal as needed.

Out-of-Service Status

During the inspection of an apparatus, the Fire Equipment Operator and Captain assigned to the company are responsible for ensuring its readiness for service. Any doubt in reliability or performance shall cause the truck to be removed from

service. In addition, mandatory out-of-service status is required for the following conditions:

1. Tires having less than 4/32 tread on a steering tire or 2/32 tread on a drive tire
2. Air brake compressors that fail to maintain 80-90 psi of pressure on the system
3. Brake fluid leaks, the grinding of brakes, or any question of brake effectiveness
4. Tires that have bulges greater than 3/8 inch
5. Wheels that are cracked
6. Fuel leaks
7. Transmission fluid leaks
8. Cooling system leaks
9. Steering components that are leaking or questionable in operation
10. Broken gas or brake pedals
11. Broken cab door latches or handles that would allow a door to open while driving
12. Seat belts that are inoperable
13. An engine that won't start or won't crank
14. Warning lamps that indicate "Stop Engine", "Overheat Warnings", or brake warning lamps
15. Inoperable charging system
16. Failure of warning lights that create "gaps" with warning zones (front, sides, rear)