

2015-115 Equipment Checks



Westbrook Fire & Rescue Department

Standard Operating Procedure

Section: Administration	TOPIC: Equipment Checks
NUMBER: 2015-115	ISSUE DATE: May 1, 2015
	REVISED DATE: November 9, 2017
POLICY REFERENCES: SOP 2015-132 Vehicle Washing	APPROVED BY: <hr/> <p>Andrew R. Turcotte Chief of Department</p>

Purpose:

To establish a clear and concise guideline for all personnel to follow with regards to their daily and weekly apparatus checks, weekly SCBA checks, daily drug log and requests for vehicle repairs.

Scope:

To provide an electronic means for the completion of truck checks, SCBA checks, drug logs and vehicle work orders.

Policy:

- A. All personnel will submit the daily, weekly, and monthly checks electronically through the Fire Manager program. The station office will assure that these reports are completed as first order of the day unless directed otherwise by the duty officer.
- B. If during the course of equipment check, a mechanical problem is discovered and that problem is believed to be unsafe or inoperable, it shall be placed out of service and notify the on-duty officer immediately.
- C. If it becomes necessary to call in the mechanic from off duty the Deputy Fire Chief or Fire Chief must be notified.
- D. Vehicle will be cleaned in accordance with SOP 2015-020 Vehicle Washing.

Responsibility

- a. It is the responsibility of the on-duty crew to complete the truck/equipment checks on Engines 1, 3, 4 and Rescues 1,2,3 and 4,
- b. The Call Company is responsible for completing the truck/equipment checks on Engine 2/Squad 1.
- c. It is the responsibility of the duty officer to assure these checks are completed.