

Big Tree Volunteer Fire Company, Inc.

Standard Operating Guideline

Apparatus Inspections

Revised March 3, 2003

Purpose:

Ensuring that vehicles are properly maintained and in a state of readiness for response is essential to fire company operations. Should a vehicle fail en-route to or at the scene of an emergency, life and property may suffer. Additionally, failure of a vehicle while responding to an emergency may result in injury or death of firefighters. Annually, vehicle crashes are the leading cause of firefighter line-of-duty deaths. Proper vehicle maintenance is one step to ensuring safe apparatus response and operation.

Policy:

Each line officer shall be assigned a specific piece of apparatus to oversee. It shall be the responsibility of each officer to assign personnel to inspect and care for the apparatus. Officer assignments are as follow:

Engine 1	-	Designated Firematic Officer
Engine 2	-	Designated Firematic Officer
Engine 3	-	Designated Firematic Officer
Rescue 1	-	Rescue Captain
Ambulance 8	-	Designated EMS Officer
Fly Car 7-1	-	Designated EMS Officer
Chief's Vehicle	-	Chief

Two levels of vehicle inspections exist. Once a month, a comprehensive mechanical inspection shall take place. This inspection shall be documented on the **Monthly Apparatus Inspection Form** (see attached). In addition, a weekly inspection of equipment shall be undertaken and documented on the **Weekly Apparatus Inspection Form** (see attached). Typically, these inspections will occur on Monday evenings prior to commencement of training activities. However, inspections can take place at any time convenient to personnel. Upon completion of the respective inspections, the inspection forms shall be submitted to the appropriate officer for review. The officers shall ensure that the appropriate inspections were performed and performed correctly. Prior to the monthly line officer's meeting (first Monday of each month), all apparatus inspection forms collected by the officers shall be submitted to the Chief for his/her review.

It shall be the responsibility of the Chief to ensure that the assigned officers provide proper oversight of apparatus inspections. Additionally, the chief shall be responsible for ensuring that any documented deficiencies are corrected either by in-house personnel or by an appropriate vehicle repair facility. Line officers shall make every attempt to correct minor deficiencies such as light bulb replacement, tire inflation, etc. Any substantial deficiencies shall be noted in the comments section of the inspection forms for referral to a qualified repair facility.

Monthly Apparatus Inspection Form

Tire pressure (front)	_____	OK
Tire pressure (rear outer)	_____	OK
Tire pressure (rear inner)	_____	OK
Radiator coolant	_____	OK
Windshield washer fluid level	_____	OK
Windshield wipers	_____	OK
Engine oil level	_____	OK
Headlights (low beam)	_____	OK
Headlights (high beam)	_____	OK
Turn signal (left front)	_____	OK
Turn signal (right front)	_____	OK
Turn signal (left rear)	_____	OK
Turn signal (right rear)	_____	OK
Brake light (left)	_____	OK
Brake light (right)	_____	OK
Marker lights	_____	OK
Warning lights	_____	OK
Interior dome lights	_____	OK
Horn	_____	OK
Siren	_____	OK
Dash gauges	_____	OK
Fire pump operation [if applicable]	_____	OK
Quartz lights [if applicable]	_____	OK
Light tower [if applicable]	_____	OK
Ladder lift [if applicable]	_____	OK
Heater / air conditioner	_____	OK

Comments: _____

Date

Officer's Signature

Weekly Apparatus Inspection Form

Vehicle cleanliness	_____	OK
Fuel level (fill if less than three quarters)	_____	OK
SCBA	_____	OK
Extinguishers	_____	OK
Water tank	_____	OK
CO Detector (check for full charge & operation)	_____	OK
Thermal Imaging Camera (check for full charge & operation)	_____	OK
Mobile radio	_____	OK
Portable radio(s)	_____	OK
Portable hand-lights	_____	OK
Equipment inventory (refer to separate vehicle inventory sheet)	_____	OK
Auxiliary Equipment		
Portable generator(s)	_____	OK
Vehicle mounted generator	_____	OK
Portable pump(s)	_____	OK
Gas powered saw(s)	_____	OK
Hydraulic pump(s)	_____	OK
Power Hawk	_____	OK

Comments: _____

Date

Officer's Signature