

Okolona Fire Department
Standard Operating Procedure

APPARATUS INSPECTION

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Purpose: *Fire Department Apparatus are a vital tool in fighting fires. When properly maintained, firefighter safety and fire ground operations run smooth. This document sets out the procedures for weekly and monthly inspections of all apparatus so maintenance problems can be found and corrected in a timely manner.*

Procedure:

1. All apparatus will be inspected on a weekly and a monthly schedule except for those used by the on-duty crew. Apparatus used by the duty crew shall be inspected each day.
2. It will be the responsibility of the on-duty supervisor each day to ensure that the daily inspection is performed on the units that will be used by on-duty crews. Inspection of these units shall be done at the beginning of each shift, or as soon as practical.
3. A binder will be kept to retain completed apparatus inspection forms. These binders shall be kept in accessible locations for review and updating as necessary.
4. An Inspection Assignment Chart showing the officers and their crews which units they are responsible for inspecting, and the frequency thereof, will be posted at each station.
5. Weekly inspections are to be done between 8:00 AM Sunday and midnight the following Saturday. Completed inspection reports are to be distributed as follows:
 - A. Original form is to be placed in apparatus binder
 - B. Copy to be placed in Apparatus Officer's mailboxCompleted weekly inspections forms are due by 8:00 AM the following Monday.
6. Monthly inspections are to be done between the first and last calendar day of the month. Completed inspection reports are to be distributed as noted above. Completed monthly inspection reports are due by 8:00 AM the 5th day of the following month.
7. Minor problems may be discovered during daily/weekly/monthly inspections. They shall be remedied by those making the inspection, unless the needed repairs exceed the training of capability of the individual. Repairs made shall be noted on the inspection form. Any problems that cannot be made by discoverer must be reported on a work request. This shall be noted on the inspection form.
8. The Apparatus Officer is to oversee the Apparatus Inspection Program and report any deficiencies to his chain of command.
9. Engineer's inspections shall continue to be completed following fire runs, trainings, or other events where an inspection is appropriate. If an apparatus was cancelled prior to arrival at a scene, a complete inspection is not required. After incident inspections are not required for EMS incidents where only EMS equipment is used.

Standard Operating Procedures are meant only to be guidelines. Actual conditions may warrant alternative actions.