Halifax Fire Department
July 01, 2003

STANDARD OPERATING GUIDELINE

Apparatus Check Sheet

1.01 PURPOSE

A. To keep all apparatus and equipment ready for emergency response.

B. To provide the department with an inventory on all apparatus and equipment.

C. To provide the Maintenance Division with a record of fluids being added and repairs to the apparatus.

1.02 POLICY

A. The Apparatus Inspection Sheet shall be filled out on all apparatus, including the boat and hovercraft during apparatus check.

B. The sheet shall also be filled out after the apparatus returns from an incident that required the use of two or more pieces of equipment from the apparatus.

C. The Officer in Charge shall be responsible for seeing that the inspection sheets are filled out when required.

D. The Officer in Charge shall be responsible for seeing that the inspection sheet is filled out correctly for his/her company.

E. It shall be the responsibility of the apparatus operator to fill out the inspection sheet for his/her apparatus.

F. Inspections of the ambulances shall include the **weekly inventory checklist** in addition to the **weekly apparatus check sheet.**

G. The Duty Company and EMT Group assigned for that week shall perform an apparatus inventory check of all first line apparatus at the beginning of the week.

H. Each company shall see that the inventory lists are kept current and in good condition. No equipment shall be relocated without the permission of the chief.

1.03 PROCEDURE

A. The Apparatus Check Sheet shall be filled out at the beginning of each tour.

B. Compartments shall be emptied, cleaned, and checked against inventory sheet in each compartment.

C. Apparatus Check Sheets shall remain in the Apparatus Book (Red Binder) in the watch room.

D. Any serious problems shall be reported to the Officer in Charge immediately.

E. Any missing or damaged equipment shall be noted on the Apparatus Repair/Equipment Replacement Request form and forwarded to the captain or the chief.

1.04 GUIDELINE

Each item shall be filled in with either a check mark or an "X" to indicate those areas that have been checked. If an item is not appropriate to the vehicle being checked, indicate this by writing "NA". Example: the boat does not carry the jaws, so "NA" should be written.

A. Date   - the date the form is filled out.

B. Vehicle   - the number of the vehicle being checked.
                          Example: Rescue 1, A2 etc.

C. Mileage   - mileage is the odometer reading from the speedometer in the cab.

D. Operator   - the person filling out the check sheet.

F. Engine Compartment
                       1. Engine oil, transmission fluid, coolant, brake fluid, washer fluid, and power steering fluid shall be checked for the appropriate level. If fluids are added, indicate amount added.

                       2. Visually check the vehicle for fan belt condition, hoses leaking, etc.

G. Fuel   - check the vehicle and all power equipment fuel levels. Appartus level ¾ or above. Power equipment level full.

H. Windshield   - check the condition.

I. Wipers   - check the condition.

J. Lights   - check all vehicle lights and warning lights for proper
                       operation.

K. Horn/Siren   - check all audible warning devices for proper operation.

L. Tires   - check tires for wear, physical damage, and pressure in psi.

M. Water Tank   - check that water level is full.

N. Foam Tank   - check that foam level is full.

O. Primer Tank   - check that level is full.

P. SCBA Bottles   - check all breathing apparatus for cleanliness, air
                       capacity, operation, and harness condition.

Q. O2/Medical
   Bag   - check 02 capacity (500 psi or above), check that
                       medical bag has necessary equipment.

R. Generator   - check generator for proper operation (run).
   Cords/Reels   - check cords/reels for condition and operation.

S. Jaws   - check jaws, hoses, and attachments condition and
                       operation.

T. Saws   - check saws, blades, and attachments condition and
                       operation.

U. Extinguishers   - check for capacity, condition, pin seals, and bracket
                       condition.

V. Miscellaneous (handlights, nozzles, valves, fittings)
                       - check against inventory list and check for proper
                       operation.