



# **Town of Bristol Fire Department Standard Operating Procedure**

Monthly Apparatus Inspection and Inventory

October 1, 2021

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**Town of Bristol Fire Department  
Standard Operating Procedures**

SECTION  
1-01

**Monthly Inspection & Inventory  
Engine 1**

REVISION  
**10-01-21**  
NEXT REVISION DATE  
**10-01-22**

**Purpose:** To develop a schedule for inspecting Engine 1 to ensure all equipment and tools assigned to the engine are accounted for, are located in proper compartment and to ensure all equipment is in good working order.

**Definitions:**

- 1) Apparatus Inspection - List in PSTrax of all tasks that need to be completed.
- 2) Inventory - List in PSTrax of equipment and tools that are assigned to Engine 1 and which compartment they are assigned.

**Scope:** All equipment and tools assigned to Engine 1.

**Responsibility:** It is the responsibility of each company to complete their assigned apparatus inspection / inventory for the month.

**Policy:** Engine 1 will be inspected prior to the monthly business meeting. Inspection and inventory will be completed using PSTrax.

**Procedure:**

Using PSTrax verify all equipment and tools are located in the compartment they are assigned. If tools are found in incorrect compartment, relocate to correct compartment. If tools are not found set an alert in PSTrax. Verify all equipment and tools are in good working order

- 1) Complete Apparatus Inspection
  - a) On PSTrax Home page click on items due under Engine 1
  - b) Complete Apparatus Inspection by checking off individual tasks
  - c) Once tasks are completed click "Log All Checked Items"
  - d) Set an Alert if needed
  - e) Verify what you did and click "Log Tasks"
- 2) Complete Apparatus Inventory by checking off individual items
  - A) Complete Apparatus Inspection by checking off individual tasks
  - B) Once tasks are completed click "Log All Checked Items"
  - C) Set an Alert if needed
  - D) Verify what you did and click "Log Tasks"

**Town of Bristol Fire Department  
Standard Operating Procedures**

SECTION  
1-02

**Monthly Inspection & Inventory  
Engine 2**

REVISION  
**10-01-21**  
NEXT REVISION DATE  
**10-01-22**

**Purpose:** To develop a schedule for inspecting Engine 2 to ensure all equipment and tools assigned to the engine are accounted for, are located in proper compartment and to ensure all equipment is in good working order.

**Definitions:**

- 1) Apparatus Inspection - List in PSTrax of all tasks that need to be completed.
- 2) Inventory - List in PSTrax of equipment and tools that are assigned to Engine 2 and which compartment they are assigned.

**Scope:** All equipment and tools assigned to Engine 2.

**Responsibility:** It is the responsibility of each company to complete their assigned apparatus inspection / inventory for the month.

**Policy:** Engine Tanker will be inspected prior to the monthly business meeting. Inspection and inventory will be completed using PSTrax.

**Procedure:**

Using PSTrax verify all equipment and tools are located in the compartment they are assigned. If tools are found in incorrect compartment, relocate to correct compartment. If tools are not found set an alert in PSTrax. Verify all equipment and tools are in good working order

- 1) Complete Apparatus Inspection
  - a) On PSTrax Home page click on items due under Engine 2
  - b) Complete Apparatus Inspection by checking off individual tasks
  - c) Once tasks are completed click "Log All Checked Items"
  - d) Set an Alert if needed
  - e) Verify what you did and click "Log Tasks"
- 2) Complete Apparatus Inventory by checking off individual items
  - A) Complete Apparatus Inspection by checking off individual tasks
  - B) Once tasks are completed click "Log All Checked Items"
  - C) Set an Alert if needed
  - D) Verify what you did and click "Log Tasks"

**Town of Bristol Fire Department  
Standard Operating Procedures**

SECTION  
**1-03**

**Monthly Inspection & Inventory  
Mini-Pumper (Hose Reel)**

REVISION  
**10-01-21**  
NEXT REVISION DATE  
**10-01-22**

**Purpose:** To develop a schedule for inspecting Mini-Pumper/Hose Reel to ensure all equipment and tools assigned to the engine are accounted for, are located in proper compartment and to ensure all equipment is in good working order.

**Definitions:**

- 1) Apparatus Inspection - List in PSTrax of all tasks that need to be completed.
- 2) Inventory - List in PSTrax of equipment and tools that are assigned to Mini-Pumper (Hose Reel) and which compartment they are assigned.

**Scope:** All equipment and tools assigned to Mini-Pumper (Hose Reel).

**Responsibility:** It is the responsibility of each company to complete their assigned apparatus inspection / inventory for the month.

**Policy:** Mini-Pumper (Hose Reel) will be inspected prior to the monthly business meeting. Inspection and inventory will be completed using PSTrax.

**Procedure:**

Using PSTrax verify all equipment and tools are located in the compartment they are assigned. If tools are found in incorrect compartment, relocate to correct compartment. If tools are not found set an alert in PSTrax. Verify all equipment and tools are in good working order

- 1) Complete Apparatus Inspection
  - a) On PSTrax Home page click on items due under Mini-Pumper (Hose Reel)
  - b) Complete Apparatus Inspection by checking off individual tasks
  - c) Once tasks are completed click "Log All Checked Items"
  - d) Set an Alert if needed
  - e) Verify what you did and click "Log Tasks"
- 2) Complete Apparatus Inventory by checking off individual items
  - A) Complete Apparatus Inspection by checking off individual tasks
  - B) Once tasks are completed click "Log All Checked Items"
  - C) Set an Alert if needed
  - D) Verify what you did and click "Log Tasks"

<b>Town of Bristol Fire Department Standard Operating Procedures</b>		
SECTION <b>1-04</b>	<b>Monthly Inspection &amp; Inventory Brush Truck</b>	REVISION <b>10-01-21</b> NEXT REVISION DATE <b>10-01-22</b>

**Purpose:** To develop a schedule for inspecting Brush Truck to ensure all equipment and tools assigned to the engine are accounted for, are located in proper compartment and to ensure all equipment is in good working order.

**Definitions:**

- 1) Apparatus Inspection - List in PSTrax of all tasks that need to be completed.
- 2) Inventory - List in PSTrax of equipment and tools that are assigned to Brush Truck and which compartment they are assigned.

**Scope:** All equipment and tools assigned to Brush Truck.

**Responsibility:** It is the responsibility of each company to complete their assigned apparatus inspection / inventory for the month.

**Policy:** Brush Truck will be inspected prior to the monthly business meeting. Inspection and inventory will be completed using PSTrax.

**Procedure:**

Using PSTrax verify all equipment and tools are located in the compartment they are assigned. If tools are found in incorrect compartment, relocate to correct compartment. If tools are not found set an alert in PSTrax. Verify all equipment and tools are in good working order

- 1) Complete Apparatus Inspection
  - a) On PSTrax Home page click on items due under Brush Truck
  - b) Complete Apparatus Inspection by checking off individual tasks
  - c) Once tasks are completed click "Log All Checked Items"
  - d) Set an Alert if needed
  - e) Verify what you did and click "Log Tasks"
- 2) Complete Apparatus Inventory by checking off individual items
  - A) Complete Apparatus Inspection by checking off individual tasks
  - B) Once tasks are completed click "Log All Checked Items"
  - C) Set an Alert if needed
  - D) Verify what you did and click "Log Tasks"

<b>Town of Bristol Fire Department Standard Operating Procedures</b>		
SECTION <b>1-05</b>	<b>Monthly Inspection &amp; Inventory Heavy Rescue</b>	REVISION <b>10-01-21</b> NEXT REVISION DATE <b>10-01-22</b>

**Purpose:** To develop a schedule for inspecting Heavy Rescue to ensure all equipment and tools assigned to the engine are accounted for, are located in proper compartment and to ensure all equipment is in good working order.

**Definitions:**

- 1) Apparatus Inspection - List in PSTrax of all tasks that need to be completed.
- 2) Inventory - List in PSTrax of equipment and tools that are assigned to Heavy Rescue and which compartment they are assigned.

**Scope:** All equipment and tools assigned to Heavy Rescue.

**Responsibility:** It is the responsibility of each company to complete their assigned apparatus inspection / inventory for the month.

**Policy:** Heavy Rescue will be inspected prior to the monthly business meeting. Inspection and inventory will be completed using PSTrax.

**Procedure:**

Using PSTrax verify all equipment and tools are located in the compartment they are assigned. If tools are found in incorrect compartment, relocate to correct compartment. If tools are not found set an alert in PSTrax. Verify all equipment and tools are in good working order

- 1) Complete Apparatus Inspection
  - a) On PSTrax Home page click on items due under Heavy Rescue
  - b) Complete Apparatus Inspection by checking off individual tasks
  - c) Once tasks are completed click "Log All Checked Items"
  - d) Set an Alert if needed
  - e) Verify what you did and click "Log Tasks"
- 2) Complete Apparatus Inventory by checking off individual items
  - A) Complete Apparatus Inspection by checking off individual tasks
  - B) Once tasks are completed click "Log All Checked Items"
  - C) Set an Alert if needed
  - D) Verify what you did and click "Log Tasks"