Bath Township Fire Department			Standard Operating Guideline	
Section Equipment	**Referral No.** E-16	**Subject:** Equipment Repair Request	**Date Issued** 05/05	**Date Revised** 11/13

Purpose:

- To provide guidelines for requesting the repair of equipment and apparatus.
- To ensure that all requests for repair are documented.
- To ensure that all unsafe equipment is removed from service when indicated by the OIC or Fire Chief.

Scope:

- This standard operating guideline shall apply to all personnel.

Responsibilities:

- Officer
  - All officers will ensure that personnel document a request for repair of damaged, non-operational, broken, or otherwise faulty equipment.
  - All Officers shall substantiate the repair request and foreword them to the Fire Chief.

- Personnel
  - All personnel have the responsibility of documenting the request for repair of damaged, non-operational, broken, or otherwise faulty equipment.
  - All personnel have the responsibility of returning apparatus to a state of readiness following an emergency call.
  - All personnel have the responsibility of ensuring that all equipment is functioning properly prior to placing it back in service.

Guidelines:

- **Any and all equipment found to be unsafe shall immediately be removed from service.**
- Upon the detection of equipment in need of repair, a repair request sheet shall be immediately filled out and forwarded to the OIC.
  - The Repair Request sheet shall include a brief description of the problem and the OIC shall determine if the condition is "Immediate" or "Routine".
- The OIC shall confirm the findings and foreword the Repair Request sheet to the Fire Chief.
- In the event that a repair of apparatus is needed in the field, the OIC shall contact the Road Department Superintendent for direction.
- Upon review of the Repair Request sheet, the Fire Chief shall foreword the requests to the appropriate agency.