

Central Joint Fire District

Standard Operating Procedure



Central Joint Fire District

SUBJECT: Personal Equipment Inspection Form SOP Number: 521
Effective Date: 4/7/92
Revised Date:
Approved:

PURPOSE: The purpose of this standard is to provide guidelines for the inspection of personal equipment, documentation as to the serviceability of department members personal equipment, as well as provide statistical information for replacement of equipment.

SCOPE: This standard shall apply to all personnel operating at the scene of any emergency incident or training exercise, and all personal equipment issued by and/or approved by the PPE Lt. Or Fire Chief.

ENFORCEMENT: As with any safety procedure, primary responsibility for adherence to this standard rests with each individual. The PPE Lt. shall be responsible for enforcement of this standard. Deviation from this standard shall not be permitted.

DEFINITIONS:

Personal equipment – helmet with NFPA 1972 approved face shield and/or goggles, NFPA approved hood, NFPA 1971 approved Coat, NFPA 1971 approved Pants, NFPA 1974 approved Boots, and NFPA 1973 approved Gloves, Flashlight, NFPA PASS device.

APPLICATION:

521.1 The “Personal Equipment Inspection Form 152” shall be the standardized form for conducting all personal equipment inspections.

- a) Only the PPE Lt. or his/her designated representative shall conduct the actual inspection.

521.2 Mandatory personal equipment inspections shall be held for all personal equipment in the months of December and June.

- a) Additional inspections may be scheduled for individuals, or individual items, or any other time deemed necessary by any department officer. However, only the PPE Lt. or his/her designated representative shall conduct such inspection.
- b) Any time equipment is issued, an inspection of said equipment shall be conducted at that time to ascertain the quality and condition of the equipment.

521.3 Inspections shall be completed in the following manner:

a) Helmets shall be checked for the following:

- 1) Cleanliness – helmets should be free of visible combustion by-products. Face shields shall be clean enough to provide a clear field of vision. Thermal ear protective flaps shall be clean and free of visible combustion by-products.
- 2) Heat Damage – helmets shall be free of evidence of exposure to high heat conditions including but not limited to: charred or missing decals, reflective tape. Charred, melted, or warped shell, and/or face shield.
- 3) Missing components – Check for presence of thermal ear protective flaps, face shield, chin strap, nuts/bolts securing face shield hardware, nuts/bolts securing chin strap hardware, and nuts/bolts securing hanger loop. NFPA 1972 compliance label.
- 4) Traumatic damage – Check helmet shell and impact liner for evidence of impact and structural damage. Special attention must be given to the crown of fiberglass-based helmets as they are very susceptible to cracking. If impact or abrasion is noted on the shell of any helmet, then the impact liner should be removed and the shell shall be inspected from the inside and outside. The impact liner shall be inspected for damaged, loose, or missing suspension components.

b) Hoods shall be checked for the following:

- 1) Cleanliness – hoods should be free of visible combustion by-products.
- 2) Heat Damage – hoods shall be free of evidence of exposure to high heat conditions including but not limited to charring.
- 3) Traumatic damage – Check hood for evidence of structural damage. If charring or abrasion is noted the hood should be replaced.

c) Coats shall be checked for the following:

- 1) Cleanliness – coats should be free of visible combustion by-products, or other foreign material.
- 2) Heat Damage – coats shall be free of evidence of exposure to high heat conditions including but not limited to; charred or missing decals, reflective tape, Velcro, and/or discolored fabric. Charred, melted, or warped metal hardware. If evidence of thermal damage exists, the thermal liner/vapor barrier shall be also checked for thermal damage.
- 3) Missing components – Check for presence of thermal liner, vapor barrier, outer shell. Nuts/bolts and/or rivets securing metal hardware. Missing snaps, Velcro, and/or buttons. NFPA 1971 compliance label.
- 4) Traumatic damage – Check coat shell, vapor barrier and thermal liner for evidence of impact and structural damage. Special attention must be given to the seams as they are very susceptible to failure. If impact or abrasion is noted on the shell or any coat, then the thermal liner/vapor barrier should be removed as much as possible, from the shell, and all components shall be inspected from the inside and outside.

d) Pants shall be checked for the following:

- 1) Cleanliness – pants should be free of visible combustion by-products, or other foreign material.
- 2) Heat Damage – pants shall be free of evidence of exposure to high heat conditions including but not limited to; charred or missing decals, reflective tape, Velcro, and/or discolored fabric. Charred, melted, or warped metal hardware. If evidence of thermal damage exists the thermal liner/vapor barrier shall be also checked for thermal damage.
- 3) Missing components – Check for presence of thermal liner, vapor barrier, outer shell. Nuts/bolts and/or rivets securing metal hardware. Missing snaps, Velcro, and/or buttons. NFPA 1971 compliance label.
- 4) Traumatic damage – Check pant shell, vapor barrier and thermal liner for evidence of impact and structural damage. Special attention must be given to the seams as they are very susceptible to failure. If impact or abrasion is noted on the shell of any pant, then the thermal liner/vapor barrier should be removed as much as possible, from the shell, and all components shall be inspected from the inside and outside.

e) Gloves shall be checked for the following:

- 1) Cleanliness – gloves should be free of visible combustion by-products, or other foreign material.
- 2) Heat Damage – gloves shall be free of evidence of exposure to high heat conditions including but not limited to; charred or discolored fabric, charred or hardened leather. If evidence of thermal damage exists the thermal liner/vapor barrier shall, as much as is practical, be also checked for thermal damage.
- 3) Missing components – Check for presence of thermal liner, vapor barrier, outer shell. NFPA 1973 compliance label.
- 4) Traumatic damage – Check glove shell, vapor barrier and thermal liner for evidence of impact and structural damage. Special attention must be given to the seams as they are very susceptible to failure. If impact or abrasion is noted on the shell of any pant, then the thermal liner/vapor barrier should be removed as much as possible, from the shell, and all components shall be inspected from the inside and outside.
- 5) Thermal liner/vapor barrier separation – insure that the fingers of the thermal liner/vapor barrier are securely attached to the shell of the glove. This is to be accomplished by having the person the glove is issued to, don them then doff them. The lining should still be secure. In addition the person the glove is issued to, shall be asked if the liners have ever separated from the shell. Loose lining shall constitute substandard equipment.

f) Boots shall be checked for the following:

- 1) Cleanliness – boots should be free of visible combustion by-products, or other foreign material.
- 2) Heat Damage – boots shall be free of evidence of exposure to high heat conditions including but not limited to: charred or discolored fabric, leather and/or rubber. Charred, or hardened leather, or rubber. If evidence of thermal damage exists the

thermal liner/vapor barrier shall, as much as is practical, be also checked for thermal damage.

- 3) Missing components – Check for presence of thermal liner, vapor barrier, outer shell. NFPA 1974 compliance label. Pull loops.
- 4) Traumatic damage – Check boot shell, vapor barrier and thermal liner for evidence of impact, punctures or structural damage. Special attention must be given to the shanks and steel toes as they are susceptible to displacement. If impact, punctures or abrasion is noted on the shell of any boot, and damage appears certain, the boot should be replaced.

g) Flashlights shall be checked for the following:

- 1) Cleanliness – flashlights should be free of visible combustion by-products, or other foreign material. Lens shall be clean. Reflector shall be clean and maintain a bright luster to facilitate good light dispersion and penetration.
- 2) Heat Damage – flashlights shall be free of evidence of exposure to high heat conditions including but not limited to: charred or discolored metal. If evidence of thermal damage exists the flashlight shall be checked for proper operation.
- 3) Missing components – check for presence of spare light bulb and lanyard loop.
- 4) Traumatic damage – Check flashlight shells, lens, reflector, bulb and spare bulb for evidence of impact and structural damage. Special attention must be given to the bulbs as they are most susceptible to shock damage. Damage of bulb should be checked through operation of flashlight, the spare bulb can be visually checked for the presence of a undamaged filament.
- 5) Chemical damage – should be checked by disassembling the flashlight and looking for evidence of corrosion caused by battery chemical reactions.

h) PASS devices shall be checked for the following:

- 1) Cleanliness – should be free of visible combustion by-products, or other foreign material. Lens shall be clean. Sound ports shall be free of foreign material to allow for good sound dispersion.
- 2) Heat Damage – shall be free of evidence of exposure to heat conditions including but not limited to: charred or discolored metal, plastic, or decals. If evidence of thermal damage exists the PASS shall be checked for proper operation.
- 3) Missing components – Check for presence of control switch and clip for the purpose of securing the PASS to the user.
- 4) Traumatic damage – Check PASS shell for evidence of impact and structural damage. Special attention must be given to the sound ports as they are most susceptible damage. Damage of PASS should be checked through operation of PASS. The PASS shall be checked for proper operation by turning the operating switch to the “Manual” mode and waiting for operation, and the “Automatic” mode and waiting for operation.
- 5) Chemical damage – should be checked by disassembling the PASS devices battery compartment and looking for evidence of corrosion caused by battery chemical reactions.

i) SCBA Face Piece

Follow checks of other equipment.

521.4 The inspection form shall be completed as follows:

- a) Fill out
 - 1) Name
 - 2) Rank
 - 3) No.: - shall be the roster number

- b) Coat
 - 1) Date Issued – month/day/year equipment is issued. If the equipment is new then the letter “N” shall precede the date (Ex: N11/12/91).
 - 2) Manufacturer – Enter the number code according to those listed at the bottom of the inspection form (Ex: C)
 - 3) Size – Enter the size of the coat preferably in number form (Ex: 34).
 - 4) Color – Enter the color of the coat in common terminology (Ex: Red).
 - 5) Condition – Enter the number code according to those listed at the bottom of the inspection form (Ex: W).
 - 6) ID Number – Enter the number assigned to the coat (Ex: 12). If no number is assigned then enter N/A.

- c) Pant
 - 1) Date Issued – month/day/year equipment is issued. If the equipment is new then the letter “N” shall precede the date (Ex: N11/12/91).
 - 2) Manufacturer – Enter the number code according to those listed at the bottom of the inspection form (Ex: C).
 - 3) Size – Enter the size of the pant preferably in number form, waist/inseam (Ex: 34/30).
 - 4) Color – Enter the color of the pant in common terminology (Ex: Red).
 - 5) Condition – Enter the number code according to those listed at the bottom of the inspection form (Ex: W).
 - 6) ID Number – Enter the number assigned to the pant (Ex: 12). If no number is assigned then enter N/A.

- d) Helmet
 - 1) Date Issued – month/day/year equipment is issued. If the equipment is new then the letter “N” shall precede the date (Ex: N11/12/91).
 - 2) Manufacturer – Enter the number code according to those listed at the bottom of the inspection form (Ex: C).
 - 3) Size – Enter the size range of the helmet preferably in number form (Ex: 8/10).
 - 4) Color – Enter the color of the helmet in common terminology (Ex: Red).
 - 5) Condition – Enter the number code according to those listed at the bottom of the inspection form (Ex: W).
 - 6) ID Number – Enter the number assigned to the helmet (Ex: 12). If no number is assigned then enter N/A.

- e) Hood
 - 1) Date Issued – Month/day/year equipment is issued. If the equipment is new then the letter “N” shall precede the date (Ex: N11/12/91).
 - 2) Manufacturer – Enter the number code according to those listed at the bottom of the inspection form (Ex: C).

- 3) Size – Enter the size range of the hood (Ex: L).
- 4) Color – Enter the color of the hood in common terminology (Ex: White).
- 5) Condition – Enter the number code according to those listed at the bottom of the inspection form (Ex: W).
- 6) ID Number – Enter the number assigned to the hood (Ex: 12). If no number is assigned then enter N/A.

f) Boots

- 1) Date Issued – Month/day/year equipment is issued. If the equipment is new then the letter “N “ shall precede the date (Ex: N11/12/91).
- 2) Manufacturer – Enter the number code according to those listed at the bottom of the inspection form (Ex: C).
- 3) Size – Enter the size of the boot (Ex: 9 “Ladies or “Women’s” sizes shall be preceded by the letter “L”.
- 4) Color – Enter the primary color of the boot in common terminology (Ex: Black).
- 5) Condition – Enter the number code according to those listed at the bottom of the inspection form (Ex. W).
- 6) ID Number – Enter the number assigned to the boot (Ex: 12). If no number is assigned then enter N/A.

g) PASS

- 1) Date Issued – month/day/year equipment is issued. If the equipment is new then the letter “N” shall precede the date (Ex: N11/12/91).
- 2) Manufacturer – Enter the number code according to those listed at the bottom of the inspection form (Ex: C).
- 3) Size – N/A.
- 4) Color – Enter the primary color of the PASS in common terminology (Ex: Yellow).
- 5) Condition – Enter the number code according to those listed at the bottom of the inspection form (Ex: W).
- 6) ID Number – Enter the number assigned to the PAS (Ex: 12). If no number is assigned then enter N/A.

h) Gloves

- 1) Date Issued – month/day/year equipment is issued. If the equipment is new then the letter “N” shall precede the date (Ex: N11/12/91).
- 2) Manufacturer – Enter the number code according to those listed at the bottom of the inspection form (Ex: C).
- 3) Size – Enter the size of the glove preferably in number form (Ex: 7).
- 4) Color – Enter the color of the glove in common terminology (Ex: Brown).
- 5) Condition – Enter the number code according to those listed at the bottom of the inspection form (Ex: W).
- 6) ID Number – Enter the number assigned to the glove (Ex: 12). If no number is assigned then enter N/A.

i) Flashlight

- 1) Date Issued – month/day/year equipment is issued. If the equipment is new then the letter “N” shall precede the date (Ex: N11/12/91).
- 2) Manufacturer – Enter the number code according to those listed at the bottom of the inspection form (Ex: C).
- 3) Size – N/A.
- 4) Color – Enter the primary color of the flashlight in common terminology (Ex: Black).
- 5) Condition – Enter the number code according to those listed at the bottom of the inspection form (Ex: W).
- 6) ID Number – Enter the number assigned to the flashlight (Ex: 12). If no number is assigned then enter N/A.

j) SCBA Face Piece

521.5

Equipment not meeting inspection standards shall be repaired or replaced at the earliest possible time. Under no circumstances shall substandard equipment be permitted to be used.

- a) Repairs shall be made by an authorized factory repair facility.
- b) Alterations to any equipment must be approved by the safety officer prior to any work taking place.

521.6

Ohio Administrative Code Chapter 4121:1-21 Fire Fighting shall be the state standard upon which this SOP shall be based. All technical questions shall be referred to Cha 4221:1-21.