

Organization

Book:	1 - Organization
Chapter	VII – Records and Reports
Subject	Apparatus Daily Checklist
Code	
Revised	

13.01 PURPOSE

- A. To keep all apparatus and equipment ready for emergency response.
- B. To provide the department with a daily inventory on all apparatus and equipment.
- C. To provide the Maintenance Division with a daily record of fluids being added to the apparatus.

13.02 POLICY

- A. The Apparatus Inspection Sheet shall be filled out on all apparatus, including Air Utility and Ventilation I, during morning apparatus check.
- B. The sheet shall also be filled out after the apparatus returns from an incident that required the use of equipment from the apparatus.
- C. The Shift Battalion Commander shall be responsible for seeing that the inspection sheets are filled out when required.
- D. The Company Officer 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 reserve apparatus, Air Utility, and Ventilation I shall be assigned at the discretion of the Shift Battalion Commander.
- G. Each company shall see that the inventory lists are kept in good condition and up to date. No equipment shall be moved without the permission of the Deputy Fire Chief.

13.03 PROCEDURE

- A. The Apparatus Inspection Sheet shall be filled out at the beginning of each day.
- B. Block #1 shall be used first. Block #2 shall be used if additional inspections are required during the day. More than two (2) inspections shall be indicated on a separate sheet.
- C. Compartments shall be checked against the inventory sheet in each compartment.
- D. Inspection sheets shall be turned in to the Battalion

- Chief's Office at the end of the Platoon's day.
- E. Any serious problems shall be reported to the Shift Captain immediately.
 - F. Any missing or damaged equipment shall be noted in the area designated for remarks.

13.04 GUIDELINES

General

The boxes in columns 1 and 2 should be filled in with a check mark or an "X" to indicate those areas that have been checked. If an inspection item is not appropriate to the unit being inspected, indicate this by writing "NA" in the box. Example: Air Utility does not carry hose or ladders, so "NA" should be written in the box.

- A. Date - the date the form is filled out.
- B. Unit - the number of the unit being inspected. Example: Engine 5 is 105; Air Utility is 501, etc.
- C. Mileage - mileage is the odometer reading from the speedometer in the cab.
- D. Hourmeter - hourmeter is the reading from the tachometer in the cab. If the cab does not contain a tachometer, then the tachometer on the pump panel will be utilized.
- E. Shift - the scheduled on-duty shift at the time the inspection is being conducted.
- F. Station - where the unit is being inspected.
- G. Inspector - that person filling out the inspection form. The inspector will be the apparatus operator, or in the case of vehicles/apparatus without an assigned operator (i.e., Air Utility, reserve apparatus), the individual will be assigned by the Shift Captain.
- H. Engine Compartment
 - 1. Engine oil, radiator water, and power steering fluid are checked for the appropriate level. If fluids are added, indicate the amount in the "Amount Added" column.
 - 2. Visual Inspection - visually inspect the unit for fan belt condition, hoses leaking, etc.
- I. Fuel Levels - check the unit's and all power equipment fuel fuel levels. Apparatus levels - maintained at or above 3/4 level. Power equipment - maintained at full level.
- J. Oil Levels - check the oil levels in all power equipment and the Primer Tank - maintain both at full level.
- K. Tires - check tires for wear, physical damage, and inflation. Note: If inflation appears to be inadequate, the Fire Department Mechanic will check with a gauge.
- L. Lights - check all vehicle lights and warning lights for proper operation.
- M. Audible Warning Devices - check all horns and sirens for proper operation.
- N. Breathing Apparatus - check all breathing apparatus for

- cleanliness, air capacity, and operation. Air pressure must be maintained at 2000 psi or above.
- O. Extinguishers - check extinguishers for capacity, condition, pin seals, and bracket condition.
 - P. Operator's Panel - check all switches, gauges, and controls for proper operation.
 - Q. Inspect All Compartments - check compartments against inventory sheets for proper equipment and for proper placement.
 - R. Exterior Mounted Equipment - check all equipment for quantity, condition, and placement.
 - S. Hose - check (visually) for quantity and placement.
 - T. Miscellaneous Equipment - check against inventory sheets for quantity, condition, and placement.
 - U. Ladders - check for condition, quantity, and placement.
 - V. General Condition of Apparatus - check for cleanliness.
 - W. Remarks - any deficiencies such as missing or defective equipment should be reported here plus the completion of and the turning in of CFD Form #10, Report of Defective or Missing Equipment.
 - X. Body Condition - indicate with an arrow or arrows damaged portions of apparatus.
 - Y. Remarks - describe the damaged portion(s) of apparatus that was indicated above under "Body Condition."
 - Z. Reviewing Officer - The Company Officer shall sign the form as being completed. If there is no Company Officer, then the Battalion Commander shall sign the form.