



POLICY MANUAL

Daily Operations - Policy

Placing New Equipment in Service

Revised: 09-09-99

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Code: 1 – 10 – 11

Book Chapter Subject

11.0 Purpose: To insure an orderly and timely procedure for placing equipment in service.

11.1 Scope: This guideline applies to mobile apparatus and small tools and equipment.

11.2 RESPONSIBILITY

It is the responsibility of the program manager or Chief Officer to order necessary equipment, after gathering input from all affected parties; monitor quality control during manufacture and delivery (where appropriate); and to determine inventory and placement of equipment.

The program manager may delegate to individual officers or Fire/EMS personnel involved in the program the placement and mounting of small tools and equipment after input from shift personnel.

It is the responsibility of the Fire/EMS training staff to test equipment, familiarize themselves with all aspects of operation, determine training needs and **either train personnel or delegate and coordinate the training process to the program manager** to ensure all Fire/EMS personnel are trained to an appropriate level prior to the equipment being placed into service.

It is the responsibility of the training staff to place equipment into service when it is mechanically sound and **when training has been completed to the satisfaction of the training staff.**

11.3 PROCEDURE

Program managers will gather input from Fire/EMS personnel prior to ordering equipment.

For mobile equipment purchases, the program manager and, if need be, a training staff member when possible and approved will visit the manufacture site to monitor quality control, determine training needs, and correct deficiencies during manufacture. The training staff will be provided with equipment specifications and operational data when available.

On arrival of equipment that requires special training, personnel shall not operate equipment without proper training. Placement and mounting of equipment on apparatus and acceptance tests shall be conducted and coordinated by the program manager and the training staff.



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11.3 **PROCEDURE** – (Cont.)

The program manager will coordinate with the training staff to determine training needs for new equipment. If it is determined that hands-on and/or classroom training is required, it will be the responsibility of the training staff to schedule an appropriate time to familiarize station crews.

Nothing in this guideline is intended to preclude program managers or other persons from providing instruction on new equipment and/or apparatus in the event the training staff is not available; although those individuals chosen to instruct outside of the training staff must be approved by the Training Officer.

For mobile apparatus, the program manager will meet with the Training Officer to confirm all safety issues have been resolved.

When equipment is in order and ready to be placed into service, and training of all responsible personnel has been completed to the satisfaction of the training staff, the new equipment will be placed into service.

Once equipment has been placed into service, it will be the responsibility of the station Captain to ensure new personnel are trained on the equipment.