

Texas Fire Chiefs Association  
**DOCUMENT SUBMISSION FORM**

Candidate Department: **Irving Fire Department**

Best Practice Standard: 6.02 Inspection of Fire Vehicle and Equipment

**Proofs of Compliance Submitted:**

1. General Procedure 19.2 - Self Contained Breathing Apparatus
2. IFD Form 9 - SCBA Daily Inspection Checklist
3. IFD Form 7 - SCBA Weekly Inspection Checklist
4. General Procedure 13.3 – Minor Tools
5. IFD Apparatus Inventory Sheets for Engine 1 and Engine 2

**Submitted By: Scott Johnson, Program Manager**

**Date:**

**Evaluator's Review**

**Evaluator:**

**Date Accepted:**

## 19.2– SELF CONTAINED BREATHING APPARATUS

### A. Policy

#### 1. Purpose

- a. This policy identifies the components of the Irving Fire Department's (IFD) Respiratory Protection Program as it relates to self-contained breathing apparatus (SCBA), RIT-Pak, and Ska-Pak.
- b. This document is intended to satisfy the requirements of :
  - 1) NFPA 1500 Standard on Fire Department Occupational Safety and Health Program
  - 2) NFPA 1852 - Selection, Care, and Maintenance of SCBA
  - 3) NFPA 1981 - Standard on SCBA for Fire Service
  - 4) NFPA 1982 - Standard on PASS Device
  - 5) NFPA 1989 - Standard on Breathing Air Quality For Emergency Services Respiratory Protection
  - 6) OSHA 29 CFR 1910.134 Respiratory Protection
  - 7) Texas Commission On Fire Protection – Texas Administrative Code Rule 435.3 Self-Contained Breathing Apparatus
  - 8) Texas Commission on Fire Protection – Texas Administrative Code Rule 435.9 Personal Alert Safety System (PASS)

#### 2. Use

- a. It is the policy of the Irving Fire Department (IFD) that only department issued Self Contained Breathing Apparatus (SCBA) will be utilized by members in all situations where a potential respiratory hazard exists.
- b. Members shall use the SCBA provided in accordance with the instructions and training received.
- c. Only members with a properly fitting facepiece shall be permitted to function in a hazardous atmosphere with an SCBA.

- d. When wearing an SCBA, at least two (2) members, each wearing an SCBA, shall work together and maintain visual, audible, or physical contact at all times.
- e. The wearer of the SCBA shall not remove the equipment at any time in an Immediately Dangerous to Life or Health (IDLH) atmosphere. However, at the discretion of the Incident Commander (IC), SCBA may be removed when the air quality has been tested and carbon monoxide levels are below 35 parts per million (PPM).

3. Selection

- a. All SCBA's purchased shall be open circuit positive pressure design and comply with all current applicable NFPA standards that were in effect at the time of purchase.
- b. In the Irving Fire Department, an SCBA will consists of:
  - 1) Backframe and Harness Assembly
  - 2) Reducer
  - 3) Mask Mounted Regulator with Heads Up Display
  - 4) Integrated Personal Alert Safety System (PASS)
  - 5) Cylinder
  - 6) Emergency Breathing Support System (EBSS)
  - 7) Rapid Intervention Crew/Universal Air Connection (RIC/UAC)
  - 8) Facepiece
  - 9) Voice Amplifier

**B. Inspection**

- 1. The inspection program shall consist of a Daily Inspection, Weekly Inspection, and Inspection After Each Use
- 2. Daily Inspection
  - a. Daily inspection procedures will apply to all SCBA's assigned to in-service apparatus, MICU's, Battalion Chiefs vehicles, and SDO vehicle on which members are assigned.

- b. The inspection of each SCBA will be completed by the shift reporting for duty each day. The member riding on the apparatus in the position to which the SCBA is assigned will complete the daily inspection at the beginning of the shift. If only three (3) members are assigned to an apparatus, the Driver shall check the 4<sup>th</sup> SCBA.
- c. The inspection will be in accordance to the manufacturer's operating & maintenance instructions and shall include the following:
  - 1) Member's facepiece shall be inspected for worn or defective parts and proper function.
  - 2) Visual inspection of the complete SCBA for worn or frayed harness webbing or damaged components.
  - 3) Visual inspection of air cylinder for:
    - a) Dents or gouges in metal or fiberglass wrapping and exposure to high heat or flame.
    - b) Gauge checked for damage
    - c) Valve hand wheel checked for damage
    - d) Cylinder checked for full charge. Full charge is considered to be greater than 90 percent of rated service pressure
  - 4) Hoses checked for damage, cracks, cuts, abrasions, and tight connection
  - 5) Regulator will be checked for:
    - a) Damage and proper function
    - b) Unusual sound such as chattering, clicking, or rattling during operation
    - c) Bypass checked for proper function
    - d) Inspect the Heads-Up Display (HUD) and regulator vibralert alarm for proper function.

- 6) End-of-service-time indicator (EOTSI)
  - a) Pressure indicator (remote gauge) checked for damage
  - b) Cylinder pressure gauge and remote gauge checked to read within 10 percent of each other
- 7) Accessories
  - a) Inspect the Emergency Breathing Support System (EBSS) hose, quick disconnects, cover, and pouch for proper operation and for any damage.
  - b) Inspect the rapid intervention crew/universal air connection (RIC/UAC) for damage
  - c) Inspect the integrated Personal Alert Safety System (PASS) alarms for proper function.
  - d) Inspect Heads-Up Display (HUD) for low battery indicator
  - e) Voice Amplifier checked for proper function. Station personnel are authorized to change the batteries in the Voice Amplifier, if needed.
- d. The RIT-Pak will also be inspected using the same criteria as the Daily SCBA inspection.
- e. Documentation of Daily Inspection
  - 1) Daily Inspection of SCBA and RIT-Pak will be documented on IFD Daily Checklist, IFD Form 9.
  - 2) When all SCBA's and RIT-Pak assigned have been inspected and members completing the daily check have entered appropriate signatures and SCBA numbers, the Station Officer shall enter the date and sign IFD Daily Checklist, IFD Form 9. This form shall then be filed and retained for a period of thirty-six (36) months.
- f. Upon completing the inspection, SCBA and RIT-Pak passing the inspection will be returned to the apparatus in a ready condition. The SCBA will be stored on the apparatus in an NFPA compliant apparatus SCBA bracket or in the original SCBA case.

- g. Defective SCBA, RIT-Pak, and cylinders will be tagged "Out of Service" and the defect will be listed and explained on the tag. Defective SCBA equipment shall be reported for repairs by the Station Officer to the Captain, Station 2.
- h. In the event the particular SCBA is defective and reported out-of-service, the replacement SCBA will be inspected when received and entered on Daily Checklist, IFD Form 9.
- i. The Station Officer shall be responsible to see that Daily Inspections are completed and documented on all SCBA's and RIT-Pak assigned to in-service apparatus and MICU's at their station.

3. Weekly Inspection

- a. SCBA's, RIT-Pak's, and Ska-Pak's assigned to reserve apparatus, reserve MICU's, and specialty vehicles will be inspected weekly during the Monday vehicle maintenance checks.
- b. These inspections will follow the same procedure as the Daily Inspection.
- c. The Weekly Inspection of SCBA, RIT-Pak, and Ska-Pak on reserve apparatus and specialty vehicles will be documented on IFD Form 7. This IFD Form 7 will also be signed by the Station Officer, filed, and retained for a period of thirty-six (36) months.
- d. The Station Officer shall be responsible to see that Weekly Inspections are completed and documented on all SCBA's, RIT-Pak, and Ska-Pak's assigned to reserve apparatus, reserve MICU's, and specialty vehicles at their station.
- e. Anytime a reserve apparatus is placed in-service, the SCBA's will be inspected prior to placing the apparatus in-service and documented on an IFD Form 9.
- f. Reserve apparatus that are stored at the city shop are not equipped with SCBA's. SCBA's from the apparatus going out of service will need to be transferred to the reserve apparatus.

4. Inspection After Each Use

- a. Clean and disinfect SCBA in accordance with manufacturer's guidelines.
- b. Replace cylinder, if needed.

- c. Inspect the SCBA using the Daily inspection procedure and return to storage on apparatus.
- d. Defective SCBA will be tagged "Out of Service" and the defect will be listed and explained on the tag. Defective SCBA equipment shall be reported for repairs by the Station Officer to the Captain, Station 2.

C. Semi-Annual Preventative Maintenance and Testing

1. It will be the policy of the Irving Fire Department that all SCBA, RIT-Pak, and Ska-Pak apparatus will have a functional flow test and inspection twice a year (Semi-Annual Test).
2. Only IFD personnel that are manufacturer trained and hold a current manufacturer's technician certificate will perform the Semi-Annual Test.
3. Semi-Annual Tests will be performed in accordance with the manufacturer's procedures with appropriate breathing machine equipment and software.
4. The functional test breathing machine will be calibrated annually in accordance with the test equipment manufacturer's instructions for calibration. Annual calibration test sheets and certificates will be kept on file at Station 2.
5. The Semi-Annual Tests will be performed during the months of January-April and July-October of each year.
6. During the July-October Semi-Annual Test period, all batteries will be changed on the SCBA, RIT-Pak, and Ska-Pak
7. Documentation of the Semi-Annual Tests
  - a. Semi-Annual Tests will be documented using the test print out from the manufacturer's test software.
  - b. Test sheets will be filed at Station 2 and will be maintained until the SCBA, RIT-Pak, and/or Ska-Pak is retired from service.
  - c. Test dates and information will also be entered into the electronic SCBA Database file on the departmental J:drive on the City of Irving Computer Network.
8. The Captains, Station 2, will be responsible to see that Semi-Annual Tests are completed in a timely manner, properly documented, and SCBA, RIT-Pak, and Ska-Pak are returned to the apparatus of assignment.

D. Repairs

1. Only IFD personnel that are manufacturer trained and hold a current manufacturer's technician certificate will perform repairs on SCBA, RIT-Pak, and Ska-Pak.
2. SCBA, RIT-Pak, and Ska-Pak will be repaired and maintained in accordance to the NFPA standard in effect at the time of purchase.
3. All repairs shall be carried out in accordance with the manufacturer's specification and recommendation. Repair service manuals are provided in the SCBA repair room at Station 2, electronically on the department J:drive on the City of Irving Computer Network, and on the manufacturer's website.
4. Only authorized SCBA manufacturer's replacement parts will be utilized to repair SCBA, RIT-Pak, and Ska-Pak.
5. After repairs are made, the user will conduct the appropriate inspection and test to verify proper function.
6. Altering SCBA, RIT-Pak, and Ska-Pak equipment from the original manufacturer specifications is **STRICTLY PROHIBITED**. Only manufacturer approved equipment and/or modifications are allowed to be added to the SCBA, RIT-Pak, and Ska-Pak.
7. Documentation of Repairs
  - a. All repairs to SCBA, RIT-Pak, and Ska-Pak assemblies will be documented using the manufacturer's online Scott Plus Warranty system.
  - b. All repairs will also be entered into the electronic SCBA Database file on the departmental J:drive on the City of Irving Computer Network.
  - c. Repair documentation will be maintained until the SCBA, RIT-Pak, and/or Ska-Pak is retired from service.
8. The Captains, Station 2, will be responsible to see that repairs are completed in a timely manner, properly documented, and SCBA, RIT-Pak, and Ska-Pak are returned to the apparatus of assignment.



E. Cleaning

1. SCBA will be cleaned and disinfected in accordance with manufacturer's guideline.
  - a. A damp sponge and potable water (running or spray bottle) will be sufficient for cleaning the SCBA in most situations.
  - b. DO NOT use chlorine bleach when cleaning the SCBA
  - c. Allow SCBA to air dry.
    - 1) DO NOT dry in direct sunlight or with high heat
    - 2) DO NOT use shop air or other air containing lubricants to speed dry the SCBA components.
2. Contaminated SCBA
  - a. SCBA contaminated with a hazardous material (CBRN) will be removed from service until de-contaminated in accordance with applicable regulatory requirements.
  - b. The SCBA manufacturer shall be contacted for additional decontamination instructions, if needed.

F. Facepiece Fit Testing

1. Members will be provided with a departmental issued facepiece and facepiece storage bag.
2. The facepiece seal of all members using an SCBA will be verified by quantitative fit testing following procedures set forth in OSHA 29 CFR 1910.134 and ANSI Z88.2.
3. Fit Testing will be conducted using appropriate respirator fit testing equipment and software that meets the requirements of OSHA 29 CFR 1910.134 and ANSI Z88.2. Fit test equipment manufacturer's guidelines will be followed when conducting a fit test.
4. Facial hair that comes between the sealing surface of the facepiece and the face or hair that interferes with the operation of the SCBA shall not be permitted.
5. Eyewear with straps or temple bars that pass through the facepiece-to-face seal area shall be prohibited.

6. Fit Test Equipment Calibration and Service
  - a. A daily calibration of the fit test equipment will be performed prior to conducting any fit tests.
  - b. Fit test equipment will be calibrated and certified annually by the manufacturer. Annual calibration test sheets and certificates will be kept on file at Station 2.
7. Fit Tests will be administered:
  - a. When facepiece is initially issued
  - b. Once a year, as a minimum. Annual Fit Testing for all IFD personnel will begin in the month of July.
  - c. As needed due to changes in facial features.
8. Documentation of Fit Test
  - a. Fit Tests will be documented using the printed test page from the OHD Quantifit test equipment.
  - b. Test sheets will be signed by the member being tested and the member administering the test.
  - c. Test sheets will be filed at Station 2 and retained indefinitely.
  - d. Fit Tests will also be entered into the electronic SCBA Database file on the departmental J:drive on the City of Irving Computer Network.

G. Breathing Air Compressor and Filtration System

1. Breathing air compressors are located at Station 2, Station 11, and on 555.
2. Breathing air compressors will be operated and maintained in accordance with the manufacturer's instructions.
3. Maintenance on Breathing Air Compressor
  - a. Purification components shall be replaced in accordance with the manufacturer's instructions and maintenance schedule.
  - b. The CO monitor shall be calibrated on each compressor in accordance with the manufacturer's procedures and maintenance schedule.

- c. Compressor oil will be changed as required by the compressor manufacturer's guidelines and maintenance schedule.
  - d. Documentation of Maintenance
    - 1) Records of maintenance and purification component changes will be maintained at the station where the compressor is located.
    - 2) Maintenance records will be maintained for a period of not less than five (5) years.
4. Air Sample Testing
- a. Breathing air verification testing shall be performed by a laboratory that is accredited for testing compressed breathing air by an accreditation body in accordance with ISO 17025.
  - b. Breathing air samples from each compressor will be submitted to an accredited testing laboratory on a quarterly basis.
  - c. When replacing the air purification filters, air samples will be taken before and after the filter change.
  - d. The breathing air compressors will be allowed to remain in-service while awaiting test results.
  - e. Air samples shall be taken downstream from the purification components and prior to or bypassing any air storage DOT or ASME cylinders.
  - f. Documentation of Air Sample Testing
    - 1) Air sample test results shall be kept on file at the station where the compressor is located.
    - 2) Test results are also available on the testing laboratory website.
    - 3) Air sample test results will be maintained for a period of not less than five (5) years.
5. Station 2 and Station 11 Officers will be responsible for and will coordinate breathing air compressor maintenance and air sample testing.

## H. SCBA Cylinders

### 1. Hydrostat Testing of SCBA Cylinders

- a. SCBA air cylinders shall be tested hydrostatically, as required by the United States Department of Transportation, (DOT), every five (5) years.
- b. A copy of the hydrostat testing company's DOT certificate and Retester Identification Number (RIN) will be maintained at Station 2.
- c. Hydrostat test sheets will be maintained at Station 2 and will be kept for the service life of the cylinder. Hydrostat test data will also be entered into the SCBA database on the departmental J:drive on the City of Irving Computer Network.
- d. Cylinders with a hydrostatic test date of more than five (5) years shall not be recharged. Such cylinders shall be reported to the Station 2 Captain. The Station 2 Captain will coordinate with the Property Coordinator to arrange for a hydrostatic test of the cylinder.

### 2. Filling SCBA Cylinders

- a. Prior to filling any SCBA air cylinder:
  - 1) Inspect cylinder for any damage
  - 2) Assure that hydrostat test date is less than five (5) years of age
- b. Documentation of Filling SCBA Cylinder
  - 1) Each SCBA cylinder refill at Station 2 and Station 11 will be recorded on the SCBA Cylinder Fill Log, IFD Form 10.
  - 2) Personnel that refill SCBA cylinder(s) will log each individual cylinder fill on IFD Form 10 with the following information:
    - a) Date of fill (mm/dd/year)
    - b) Name of person filling the cylinder
    - c) 3-digit IFD cylinder number (Note: This number is acceptable to the Texas Commission on Fire Protection and can be cross-referenced to the cylinder serial number.)
    - d) Final cylinder pressure

- e) Last hydrostat date
- 3) SCBA cylinder refills on 555 will be logged on 555 SCBA Cylinder Fill Log, IFD Form 11.
- 4) Due to the nature of emergency scene use of 555, the Texas Commission of Fire Protection will only require the following information:
  - a) Date of fill (mm/dd/year)
  - b) Name of person filling
  - c) Incident location
  - d) Number of cylinders filled
- 5) Fill log records for Station 2, Station 11, and 555 shall be maintained for a period of five (5) years.
- 6) The Captains, Station 2 and 11, will be responsible to see that all Cylinder Fill Logs are properly completed and maintained for their respective stations.
- c. SCBA cylinders will be stored fully charged and will be re-filled when less than 90 percent rated service pressure.
- d. Rapid Refilling of SCBA Cylinder With RIT-Pak
  - 1) The RIT-Pak will not be utilized for regular filling of SCBA cylinders.
  - 2) The RIT-Pak is authorized for rapid refilling of an SCBA by use of the RIC/UAC connection in the following situations when done in accordance with manufacturer's instructions:
    - a) An imminent life-threatening situation occurs that requires immediate action to prevent the loss of life or serious injury.
    - b) Prior to a life-threatening situation occurring that could require immediate action to prevent the loss of life or serious injury.

- e. Emergency Breathing Support System (EBSS)
  - 1) The use of the EBSS connections on IFD SCBA's is authorized when done in accordance with manufacturer's instructions.
  - 2) An EBSS connection shall not be initiated if the "donors" cylinder has less than 600 L (1500 psi) of air remaining.

I. Retirement and Disposal

- 1. Any SCBA, SCBA component, and/or cylinder that is damaged and cannot be repaired shall be removed from service and retired.
- 2. Any SCBA, SCBA component, and/or cylinder that has been contaminated from exposure to a CBRN and that cannot be decontaminated shall be retired.
- 3. Retirement of SCBA
  - a. Retired SCBA, SCBA component, and cylinders shall be destroyed or altered in a manner assuring that they are not used for respiratory protection and shall be rendered unable to hold air pressure, or
  - b. Ownership of the SCBA or SCBA component shall be transferred to the manufacturer or manufacturer's agent.
- 4. Retirement of Composite SCBA Cylinders
  - a. SCBA composite cylinders shall be removed from service and retired when they reach the end of the service life.
  - b. IFD SCBA cylinders have a service life of fifteen (15) years from original hydrostat date. Cylinders that are 15 years of age will not be filled, hydrostat tested, and will be removed from service and destroyed or rendered unable to hold air.
- 5. The captain's, Station 2, shall be responsible for the retirement and disposition of SCBA's, SCBA components, and cylinders.

J. Training and Education

- 1. The SCBA training program shall cover the SCBA and RIT-Pak and shall consist of the following as a minimum:
  - a. Instruction on the principles of operation and limitations of the SCBA and RIT-Pak utilized by the Fire Department.

- b. Instruction on the inspection and cleaning of the SCBA and RIT-Pak.
  - c. Instructions on the hazardous environments which may be encountered. The respiratory hazards covered shall include gas, vapor and particulate contaminate in addition to oxygen deficiency and high temperature.
  - d. Instruction and training on the actual use of the SCBA shall include:
    - 1) Donning and doffing procedures
    - 2) Practicing controlled breathing
    - 3) Emergency procedures, to include:
      - a) Instruction and use of the PASS controls
      - b) Instruction and use of the EBSS
      - c) Instruction and use of the RIT-Pak
    - 4) Practice in a simulated hostile environment
2. Electronic copies of the manufacturer's user's manuals for the SCBA, RIT-Pak, and Ska-Pak can be found in the SCBA folder on the departmental J:drive on the City of Irving Computer Network.
3. Responsibilities
- a. Each individual user, including Supervisors, shall participate in the SCBA and RIT-Pak training.
  - b. Station Officer shall be responsible to:
    - 1) Provide instruction and training for members under their supervision in the proper inspection, use, care, cleaning, and user maintenance of SCBA and RIT-Pak in accordance with departmental procedures and manufacturer's instructions
    - 2) Station 6 officers will provide instruction and training on the use of the Ska-Pak for those members certified as Technical Rescue Technicians.
    - 3) Station 2 and Station 11 officers will provide training on the operations of the breathing air compressor(s) at their respective stations.

- c. The Training Officer shall be responsible to:
  - 1) Provide instructions, training, and practical applications of the proper inspection, use, care, cleaning, and user maintenance of SCBA and RIC Pack for all new members of the Fire Department during the initial training period.
  - 2) Provide annual qualification training on the use of the SCBA and RIT-Pak to all members of the Operations Division
  - 3) Provide annual instruction on Unit 555 and the system for re-supply of air cylinders at major fires and/or prolonged operations.

K. Additional Responsibilities

- 1. Battalion Chiefs shall be responsible to:
  - a. See that the provisions of this procedure are implemented and complied with on their respective battalion and shift.
  - b. Inspect records to assure compliance with the various inspections, tests, and records required within this procedure. Initiate corrective actions when discrepancies are found.



# Irving Fire Department Daily Inspection Checklist

## SCBA – RIT-Pak – Voice Amplifier – Portable Radio

1. The Daily Inspection of each SCBA will be completed by the member riding on the apparatus in the position to which the SCBA is assigned. The Driver will inspect the 4<sup>th</sup> man SCBA if 4<sup>th</sup> man position is not staffed.

2. The Daily Inspection of the SCBA will include a visual and/or operational inspection of the following in accordance with Irving Fire Department SOP 19.2:

- a. Visual inspection of member's facepiece
- b. Visual inspection of backframe and harness assembly
- c. Visual inspection of air cylinder
- d. Visual inspection of all hoses
- e. Inspection and operation of the regulator to include Heads-Up Display and Purge Valve
- f. Inspection and operation of the End-of-Service Time indicator (remote gauge)
- g. Operational test of PASS alarms
- h. Visual inspection of the EBSS and RIC/UAC connections
- i. Inspection and operation of the Voice Amplifier

3. Inspect RIT-Pak hoses, valve, connections, cylinder pressure, regulator, and face piece for proper operation and pressure.

4. SCBA and RIT-Pak free of defects shall be returned to the fire apparatus in ready condition.

5. Defective SCBA and/or RIT-Pak shall be tagged "Out-of-Service" and reported for repair.

<u>Engine</u>	Signature	SCBA	PASS	Voice Amp	Radio
Officer					
FEO					
FF					
FF					
RIT-Pak		RP # _____	N/A	N/A	N/A

<u>Truck</u>	Signature	SCBA	PASS	Voice Amp	Radio
Officer					
FEO					
FF					
FF					
RIT-Pak		RP # _____	N/A	N/A	N/A

<u>MICU</u>	Signature	SCBA	PASS	Voice Amp	Radio
FEO					
FEO					

<u>BC / SDO</u>	Signature	SCBA	PASS	Voice Amp	Radio

**SCBA = IFD Number**

**Amp & Radio = Assignment # (example: E1-2)**

By signing in the designated boxes on this document, I certify that I have carefully inspected and checked the SCBA and/or RIT-Pak indicated in accordance with the Daily Inspection criteria contained in IFD Standard Operating Procedure 19.2 and briefly listed above. I further certify that the SCBA and/or RIT-Pak listed by my signature is free of defects and is serviceable.

Additionally, by signing in the designated boxes, I certify that the assigned Voice Amplifier is present and working; and the Portable Radio is present and the battery is changed every morning.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Station Captain**

# Irving Fire Department Weekly Inspection Checklist

## SCBA – RIT-Pak – Ska-Pak

1. The Weekly Inspection of each SCBA on reserve apparatus will be completed during the Monday apparatus inspection. Apparatus to be inspected on the Weekly Inspection include:
  - a. Reserve Engines, Reserve Truck, and Reserve MICU's
  - b. Rescue 6, HazMat 8, 555
  
2. The Weekly Inspection of the SCBA will include a visual and/or operational inspection of the following in accordance with Irving Fire Department SOP 19.2:
  - a. Visual inspection of backframe and harness assembly
  - b. Visual inspection of air cylinder
  - c. Visual inspection of all hoses
  - d. Inspection and operation of the regulator to include Heads-Up Display and Purge Valve
  - e. Inspection and operation of the End-of-Service Time indicator (remote gauge)
  - f. Operational test of PASS alarms
  - g. Visual inspection of the EBSS and RIC/UAC connections
  
3. Inspect RIT-Pak and Ska-Pak hoses, valve, connections, cylinder pressure, regulator, and face piece for proper operation and pressure.
  
4. SCBA, RIT-Pak, and Ska-Pak free of defects shall be returned to the fire apparatus in ready condition.
  
5. Defective SCBA, RIT-Pak, and/or Ska-Pak shall be tagged "Out-of-Service" and reported for repair.

Model <small>(SCBA, RIT-Pak, Ska-Pak)</small>	Company ID	IFD #	PASS	Voice Amp	Signature

By signing in the designated boxes on this document, I certify that I have carefully inspected and checked the SCBA, RIT-Pak and/or Ska-Pak indicated in accordance with the Weekly Inspection criteria contained in IFD Standard Operating Procedure 19.2 and briefly listed above. I further certify that the SCBA, RIT-Pak and/or Ska-Pak listed by my signature is free of defects and is serviceable.

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Station Captain**

### 13.3 - MINOR TOOLS AND EQUIPMENT ACCOUNTABILITY AND INVENTORY

#### A. Purpose

Company Officers are responsible and accountable for apparatus of assignment and the tools and equipment assigned thereto. The Station Captain is responsible and accountable for the station and all apparatus and equipment assigned to the station.

#### B. Loss of Minor Tools and Equipment

1. **Company Officers will be responsible for the inventory on both front line and reserve apparatus and when reporting for duty and after each fire or other emergency prior to departing the emergency location.** Equipment lost at the emergency scene will be reported to the Incident Commander (IC) at the location in order that a thorough search for the item(s) may be completed prior to the last company departing the location.
2. Company Officers will report any lost or misplaced equipment promptly to the appropriate Battalion Chief. Medical equipment reported missing shall require the Shift Duty Officer (SDO) to also be notified. A report to the Battalion Chief and/or SDO will be made within one (1) hour of shift change if the loss is discovered upon reporting for duty. In the event the loss is not reported to the Battalion Chief/SDO within the one (1) hour period, the Company Officer on duty will be responsible for the lost or missing item. In the event the Company Officer, Station Captain and station personnel are unable to locate the missing item(s) by timely follow-up action, the Company Officer will complete a "Report of Loss of Minor Tools and Equipment" (IFD Form 11) and an IFD Memo explaining the circumstances related to the lost item(s). Both of these forms will be forwarded to Fire Administration, through channels. The same procedure will be applicable to the Station Officer for station tools and equipment.
3. In the event the Officer reporting for duty reports the lost item(s) to the Battalion Chief/SDO within the first (1<sup>st</sup>) hour and the item(s) are not found, the Officer who worked the previous shift shall be responsible to submit the "Report of Loss of Minor Tools and Equipment" (IFD Form 11) and an IFD Memo explaining the circumstances related to the lost item(s). This report shall also include an explanation as to why the loss was not previously reported.

#### C. Marking of Minor Tools and Equipment

1. All minor tools and equipment shall be clearly marked with the assigned company identity or station number.

2. Visibility is often a problem at emergency scenes when attempting to locate and identify equipment. The company identity should be white letters and numbers on dark backgrounds and black letters and numbers on light backgrounds.
3. Reserve equipment shall be marked with a “safety yellow” color. Small hand items will be painted in “safety yellow” and the company identity shall be in black. Larger items will have a “safety yellow” background with black letters and numbers.
4. The company identity shall be “E” and the engine number for engine companies, “T” and the truck number for truck companies, “XE” and the extra engine number, etc.
5. Stencils may be utilized for marking larger items. The identity should be hand painted on smaller items.
6. The location of the company mark on each item should provide for ease of identity and be clearly visible when the item is mounted on the apparatus.
7. The company mark should be so located that regular use of the item would not cause the identity to become illegible.
8. Station Captains are responsible for the proper marking and accountability of equipment assigned to extra apparatus and any support equipment assigned to their stations.

D. Monthly Apparatus and Support Equipment Inventory

1. Station Officers shall see that all equipment carried on fire apparatus assigned to their station are inventoried on the first (1<sup>st</sup>) day of each month.
2. Station Officers shall see that all support vehicles and trailers assigned to their station are inventoried on the fifteenth (15<sup>th</sup>) day of each month.
3. Members shall utilize Inventory Control Sheets located on the J-Drive in their stations folder. Members conducting the inventory shall print a copy of the Inventory Control Sheet specific by apparatus or equipment, identify the quantity of equipment, and notate any discrepancies found.
4. Station Officers shall notify the appropriate Battalion Chief by email of any inventory discrepancies found prior to 17:00 on the day of inventory.

E. Record Retention

1. Inventory Control Sheets shall be retained for one (1) year.
2. Station Officers shall sign and date the Inventory Control Sheets and file them in the station file cabinet sorted by apparatus or support equipment. The oldest Inventory Control Sheets shall be destroyed.

*Example:* January 2014 is destroyed and replaced with January 2015.

F. Inventory Control Sheet Templates

1. Fire Administration shall keep a master Inventory Control Sheet for all fire apparatus and support equipment.
2. Station Officers shall submit a memo to Chief of Department requesting the addition or deletion of items on the Inventory Control Sheets.



# Irving Fire Department Apparatus Inventory Engine 1

<b>CAB</b>		
<b><u>CAB INTERIOR</u></b>		
Scott Packs	4	
Portable Radios	4	
Flashlights	4	
Thermal Imaging Camera	1	
Closet Hook	1	
Knox Box Keys	1	
Long Splints	2	
Short Splints	2	
Safety Vests	4	
LifePak 12	1	
C-Collar Bag w/ Spider Straps	1	
Airway Kit	1	
Medical Kit	1	
Trauma Kit	1	
Portable Suction	1	
Map Books		
Apartment Books		
Traffic Safety Vests	4	
MDC Computer	1	
Binoculars	1	
District Book	1	
SCBA voice amps	4	
<b><u>LEFT SIDE COMPARTMENTS</u></b>		
<b><u>COMPARTMENT 1</u></b>		
Man Sack	1	
Disposable Man Sack	1	
<b><u>COMPARTMENT 2</u></b>		
Deck Gun Remote	1	
Hydrant Wrench	1	
Spanner Wrench	2	
Foam Suction Hose	1	
Stuffed Animals		
<b><u>DRAWER 1</u></b>		

2 1/2" Double Female Adapter	4	
2 1/2" Double Males	3	
2 1/2" to 1 1/2" Reducer	3	
2 1/2" Hydrant Caps	2	
Mini Sledge	1	
<b>DRAWER 2</b>		
Hot Stick	1	
CO Detector	1	
Sprinkler Tongs	5	
Sprinkler Head Cut Off	1	
XL Spanner	1	
Tape Measure	1	
Pen Size Voltage Tester	1	
<b>DRAWER 3</b>		
Elevator Key Bag	1	
Tool Bag	1	
Socket Set	1	
Gas Plug Kit	1	
Lightman	1	
Goggles	1	
Recessed Spanners	1	
Rubber Mallets	3	
Small Prybar	1	
<b>COMPARTMENT 3</b>		
Scoop Shovel	1	
Push Brooms	1	
Square Head Shovel	1	
Glassmaster Tool	1	
Lock Set	1	
Big Easy	1	
<b>COMPARTMENT 4</b>		
Piercing Nozzle	1	
Ram	1	
Pick Axe	1	
Utility Rope Bags	3	
Rope Throw Bag 75'	4	
Res-Q Disc	1	
Oilsorb Bucket	1	
Work Light	1	
Hydrant Out of Service Bag		
Holmatro 4150 Combtool	1	
Holmatro Power Plant	1	
35' Holmatro Hose	1	
WELDING BLANKET	1	

<b>COMPARTMENT 5</b>		
Adjustable Lever Pry Bar	1	
Water Key	1	
Large Water Key	1	
Hood Tool	1	
Bolt Cutter	1	
Big Pry Bar	1	
Door Jam Spreader	1	
Hasty Team Pack	1	
<b>COMPARTMENT 6</b>	1	
Scott Bottles	3	
<b>COMPARTMENT 7</b>	1	
Oilsorb Fill Chute		
<b>COMPARTMENT 8</b>	1	
Wheel Chocks	2	
<b>RIGHT SIDE COMPARTMENTS</b>		
<b>COMPARTMENT 1</b>		
PFD's	2	
<b>COMPARTMENT 2</b>		
XP One	1	
Pediboard	1	
Adult Traction Splint	1	
Pedi Traction Splint	1	
Large Flashlights	2	
Caution Tape	1	
Biohazard Bag	1	
Trash Bag	1	
Hydrant Wrench	1	
Spanner Wrench		
Flares	2	
<b>COMPARTMENT 3</b>		
Rubbish Hook	1	
4' Dry Wall Rake	1	
2' Dry Wall Rake	1	
Halligan Tool	1	
Ceiling Hook	1	
RIT Pack	1	
<b>COMPARTMENT 4</b>		
Hydrant Adapter	1	
Storz to 2.5" Female Adapter	1	
Large Spanners	6	
Hose Rollers	1	
2 1/2" Play Pipe w/ Fog Nozzle	1	



Cone Nozzle	1	
PFD's	2	
Water Cooler	1	
Squinchers	1	
CO2 Extinguishers	1	
<b><u>HYDRANT KIT</u></b>		
4" Hydrant Cap	1	
2" Hydrant Cap	<u>1</u>	
Storz to 2.5" Female Adapter	1	
2 1/2 Discharge Cap	2	
2 1/2" double male	2	
2 1/2" double female	2	
2 1/2" gate valve	<u>2</u>	
large spanner wrench	2	
Gated Wye w/ flow meter	1	
HYDRANT WRENCH	1	
Hydrant Adapter	1	
<b><u>COMPARTMENT 5</u></b>		
TNT tool	1	
Sledge Hammer	1	
Flat Head Axe	1	
Pick Head Axe	1	
K tool	1	
<b><u>COMPARTMENT 6</u></b>		
Scott Bottles	2	
Spare O2 bottles	1	
<b><u>COMPARTMENT 7</u></b>		
Water Extinguisher	1	
ABC Dry Chemical Extinguisher	1	
<b><u>COMPARTMENT 8</u></b>		
spare o2 bottle	1	
tarps	3	
<b>REAR OF ENGINE</b>		
<b><u>COMPARTMENT 1</u></b>		
100' 2 1/2" High Rise Hose Pack	1	
3 Way Ball Valve manifold	1	
5" Hose Clamp	1	
<b><u>COMPARTMENT 2</u></b>		
150' 1 3/4 High Rise Hose	1	
150' 1 3/4 Spaghetti Load	1	
10' 3" Hose		
Gated Wye	1	
<b><u>COMPARTMENT 3</u></b>		

10' Fresno Ladder	1	
6' Z Hook	1	
10' Z Hook	1	
8' Pike Pole	1	
10' Attic ladder	1	
24' Roof ladder	1	
24' Extension ladder	1	



# Irving Fire Department Apparatus Inventory Engine 2

<b>Cab</b>		
<b><u>RIGHT SIDE EMS COMPARTMENT</u></b>		
MEDICAL KIT	1	
C- COLLAR BAG	1	
CLIPBOARD	1	
LIFEPAK 15	1	
<b><u>LEFT SIDE EMS COMPARTMENT</u></b>		
<b><u>DRIVER'S GEAR</u></b>		
<b><u>CAB INTERIOR</u></b>		
MAP BOOKS (APT's and STREETS)	4	
EMERGENCY RESPONSE GUIDE	1	
CITY FUEL CARD	1	
GARAGE DOOR OPENER	1	
KNOX KEY LOCK BOX with KEYS	1	
RADIO- PORTABLE	4	
RADIO BATTERY- PORTABLE	8	
PASSPORTS	3	
THERMAL IMAGING CAMERA	1	
THERMAL IMAGING CAMERA BATTERY	1	
TRAFFIC SAFETY VESTS	4	
MDC COMPUTER	1	
BINOCULARS	1	
SCBA's	4	
SCBA VOICE AMPS	4	
LIGHTS- STREAMLIGHT HANDLIGHTS	4	
<b><u>LEFT SIDE COMPARTMENTS</u></b>		
<b><u>COMPARTMENT - L1 (UPPER) - LEFT SIDE FRONT UPPER</u></b>		
FOAM PRO POWER FILL HOSE	1	
TAPE- FIRE LINE	1	
TAPE- BARRICADE	1	
HYDRANT WRENCH	1	
SPANNER WRENCH	2	
TFT REMOTE CONTROL	1	
<b><u>COMPARTMENT - L1 (LOWER) LEFT SIDE FRONT LOWER</u></b>		
<b><u>LISTA TOOL BOX</u></b>		
<b><u>TOP DRAWER</u></b>		

2 1/2" x 1 1/2" REDUCER	3	
1 1/2" F X 2 1/2" M INCREASER	1	
2 1/2" DOUBLE MALES	3	
2 1/2" DOUBLE FEMALES	2	
INTAKE VALVE OVERRIDE	1	
<b>MIDDLE DRAWER</b>		
HOT STICK	1	
ELEVATOR KEYS	1	
CO MONITOR	1	
SPRINKLER TOOLS (SCREW ON)	1	
SPRINKLER TOOLS (CLAMPS)	10	
<b>BOTTOM DRAWER</b>		
RUBBER Mallet	1	
PLACARDS	1	
DUCT TAPE	1	
CAB LIFT HANDLE	1	
2 1/2" GATE VALVE	1	
CROWBARS	2	
<b>COMPARTMENT - L2 - LEFT SIDE MIDDLE</b>		
CAR UNLOCK KITS -		
a) BIG EASY	1	
b) BEST TOOL	1	
BROOM- PUSH	1	
SHOVEL- ROUND POINT	1	
SHOVEL- SCOOP	1	
<b>COMPARTMENT- LEFT SIDE DRAWER</b>		
PRY BAR- INDEXABLE	2	
WATER METER KEY	0	
BOLT CUTTERS	1	
WATER CUT OFF KEY	1	
HOOD RELEASE TOOL	1	
PRY BAR- PINCH POINT	1	
<b>LEFT SIDE SMART STORAGE- FRONT OF WHEELS</b>		
SCBA CYLINDERS	3	
<b>COMPARTMENT LEFT SIDE REAR UPPER</b>		
SOCKET SET	1	
GLASSMASTER TOOL	1	
ELECTRIC LIGHT- PORTABLE 500w	1	
ROPE- THROW BAG 75'	2	
RES-Q DISC	1	
BAG CORD	1	
ROPE- EQUIPMENT LINE 150' 7/16"	1	
RIC PAK AND RIC SEARCH ROPE	1	
PFD's	3	

SMOKE DETECTOR KIT	1	
<b><u>COMPARTMENT- LEFT SIDE REAR LOWER</u></b>		
HOLMATRO CORE HOSE	1	
HOLMATRO POWER UNIT	1	
HOLMATRO COMBI-TOOL	1	
WELDING BLANKET	1	
TOOL BOX	1	
HACKSAW	1	
PIPE WRENCH 12"	1	
PIPE WRENCH 24"	1	
<b><u>LEFT SIDE STEP COMPARTMENT</u></b>		
BLEACH SOLUTION	1	
<b><u>REAR COMPARTMENTS</u></b>		
<b><u>REAR FACE LEFT SIDE</u></b>		
BLITZ QUICK ATTACK MONITOR	1	
<b>150' 1.75" ATTACK LINE PACKS</b>	2	
a) Pack - (RPF-M-SHP)	2	
b) Nozzle - Pistol Grip (AKR-2431 w/ 7/8" tip)	2	
c) Nozzle - Tip (AKR-4814 - 175gpm @ 75 psi)	2	
<b><u>STANDPIPE KIT -</u></b>		
a) 10' - 3" HOSE	1	
b) 2 1/2" Line Gauge (ELK-228A)	1	
d) 2 1/2" x 1 1/2" Gated wye (AKR-2581)	1	
e) Bag	1	
<b><u>REAR FACE - CENTER COMPARTMENT</u></b>		
<b>100' 2 1/2" HIGH RISE PACK</b>	1	
a) Pack	1	
b) Nozzle - Pistol Grip (AKR-2433 w/ 1 1/8" tip)	1	
c) Nozzle - Tip (AKR-4824 - 250 gpm @ 50 psi)	1	
KNOX STANDPIPE KEY	1	
SPANNER WRENCH	1	
<b><u>REAR FACE CENTER COMPARTMENT</u></b>		
5" MANIFOLD (w/ 3 - 2 1/2" OUTLETS)	1	
WATER THIEF (ELK-BF-104A)	1	
HOSE CLAMP 5"	1	
STEP CHOCKS	2	
5 GALLON KITTY LITTER	1	
TRASH BAGS	1	
GAS CAN	1	
<b><u>REAR FACE - RIGHT SIDE</u></b>		
2.5" DOUBLE FEMALE (attached to 3" Pre-Connect)	1	
LADDER- 10' FRESNO	1	
LADDER- 10' FOLDING	1	
LADDER- 24' EXTENSION	1	

LADDER- 14' ROOF	1	
PIKE POLE 6'	1	
PIKE POLE 8'	1	
PIKE POLE 10'	1	
Z TOOL- 6'	1	
Z TOOL- 10'	1	
<b>RIGHT SIDE COMPARTMENTS</b>		
<b><u>COMPARTMENT - RIGHT SIDE REAR CAB</u></b>		
TARP- 12' x 18' SALVAGE COVER	2	
TARP- 24" x 20' SALVAGE RUNNER	1	
<b><u>COMPARTMENT - R1 (RIGHT SIDE FRONT)</u></b>		
5 GALLON WATER JUG	1	
PEDI IMMOBILIZATION BOARD	1	
XP1	1	
TRACTION SPLINT - PEDI	1	
TRACTION SPLINT - ADULT	1	
HYDRANT WRENCH	1	
SPANNER WRENCH- Universal	2	
PIERCING NOZZLE	1	
TRAFFIC CONES	6	
<b><u>COMPARTMENT - R2 (RIGHT SIDE - MIDDLE)</u></b>		
TRASH HOOK- 6' D- HANDLE	1	
PIKE POLE (CLAW TOOL) - 5' D- HANDLE	1	
HALLIGAN 30" w/ FLAT HEAD AXE (SET OF IRONS)	1	
<b><u>COMPARTMENT - RIGHT SIDE DRAWER</u></b>		
TNT TOOL - 6.5LB; 33"	1	
SLEDGE HAMMER - 8LB; 33"	1	
AXE- PICK HEAD 6LB; 36"	1	
AXE- FLAT HEAD 6LB; 36"	1	
K-TOOL	1	
<b><u>RIGHT SIDE SMART STORAGE - FRONT OF WHEELS</u></b>		
SCBA CYLINDERS	3	
<b><u>RIGHT SIDE SMART STORAGE- BEHIND WHEELS</u></b>		
EXTINGUISHER- 20LB ABC	1	
EXTINGUISHER- 2.5gal WATER	1	
<b><u>COMPARTMENT - R3 (UPPER) - RIGHT SIDE - REAR UPPER</u></b>		
ADAPTER- 5" STORZ x 4" HYDRANT CONNECTION	2	
HOSE ROLLER	1	
SPANNER WRENCH 5"	4	
TIP- 1 1/2" W/ 15/16"	1	
2.5" PLAYPIPE W/ FOG NOZZLE	1	
2.5" PLAYPIPE w/ STACKING TIPS	1	
DOOR JAM SPREADER	1	
<b><u>COMPARTMENT - R3 (LOWER) - RIGHT SIDE REAR LOWER</u></b>		

HOSE- 25' of 5"	1	
EXTINGUISHER- 15LB CO2	1	
<b><u>HYDRANT KIT -</u></b>		
HYDRANT GATE VALVE	1	
HYDRANT WRENCH	1	
2.5" CAP	2	
4" CAP	1	
ADAPTER- 5" STORZ x 2 1/2"	1	
ADAPTER- 2.5" DOUBLE MALE	1	
ADAPTER- 2.5" DOUBLE FEMALE	1	
ADAPTER- 5" STORZ x 4" (FEMALE)	1	
SPANNER WRENCH 2.5"	1	
SPANNER WRENCH 5"	2	
RUBBER Mallet	1	
HYDRANT TOOL BAG	1	
<b><u>PUMP HOSE WELL</u></b>		
HOSE- 25' of 5"	2	
HOSE- 50' of 5"	1	
<b><u>HOSE LOADS / NOZZLES</u></b>		
200' - 1 3/4" HOSE (PRECONNECT)	3	
NOZZLE - (TIP) AKRON 4814 150GPM AT 75PSI	3	
NOZZLE - (PISTOL GRIP) AKRON W/ 7/8" TIP	3	
100' - 1 3/4" HOSE (BUMPER LINE)	1	
NOZZLE - (TIP) AKRON 4814 150GPM AT 75PSI	1	
NOZZLE - (PISTOL GRIP) AKRON W/ 7/8" TIP	1	
500' - 3" HOSE	1	
1000' - 5" HOSE	1	