

	Wintergreen Fire and Rescue Standard Administrative Policy	
	Subject:	Inspections of vehicles
	Reference Number:	ADM 03-002
	Effective Date:	16-Nov-04
	Last Revision Date:	N/A
	Signature of Approval	Curtis Sheets, Chief

Purpose:

The purpose of the policy is to create a uniform procedure on how apparatus shall be inspected.

Policy:

Each piece of apparatus has an assigned day during the week on which that unit shall be inspected using the daily assignment check sheet. Those check sheets when completed shall be turned into the Assistant Chiefs.

Shifts are assigned apparatus which shall be inspected once a month using the appropriate inventory check sheet. Check sheets when completed shall be turned into the Assistant Chiefs.

Any problems found during the inspection should be noted on the check sheet and a Chief notified if the problem was uncorrected. Depending on the issue, the appropriate person shall be notified so the issue can be resolved.

Any piece of apparatus being placed out of service needs to follow SAP ADM 03—003.