



<b>Wintergreen Fire and Rescue Standard Administrative Policy</b>	
<b>Subject:</b>	Pass on Log
<b>Reference Number:</b>	ADM 01-006
<b>Effective Date:</b>	30-Jul-04
<b>Last Revision Date:</b>	N/A
<b>Signature of Approval</b>	Curtis Sheets, Chief

**Purpose:**

The purpose of this SAP is to create a uniform procedure on how the website's pass on log should be filled out.

**Policy:**

All personnel shall use the following guideline when using the pass on log to record apparatus and/or equipment out of service.

At a minimum the following information should be included; apparatus number, what piece of apparatus the equipment is off, why the apparatus and/or equipment is out of service, who was informed of the problem(s) and/or what corrective action was taken?

The pass on log can be located on the home page of Wintergreen Fire and Rescue at [www.wtgfireresq.org](http://www.wtgfireresq.org)