

HR LF	HR HF	<p align="center"><b>Massachusetts</b> <b>Fire District - 14</b> <b>Dive Rescue Team Equipment Maintenance</b> <b>DRT 3300-20-012</b></p>	<p align="center">Effective Date 01/17/2020</p>
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**I) PURPOSE/SCOPE/APPLICATION**

- A) Purpose of this guideline is to ensure that all team equipment is properly maintained and all defective equipment is repaired or replaced.
- B) This Standard Operating Guideline shall cover inspection, testing, cleaning, and maintaining a state of readiness
- C) This SOG should be applied at all times

**II) REFERENCE DOCUMENTS**

- A) Manufactures Specifications

**III) DEFINITIONS**

- A) **Defective**: Having a problem or fault that prevents something from working correctly: having a defect or flaw. Not functioning as the manufacturer intended or specified.
- B) **Inoperable**: Not capable of being used, needing repair, maintenance or replacement.

**IV) SPECIALIZED ROLES AND RESPONSIBILITIES**

- A) All members shall be responsible for enforcing this SOG.

**V) SAFETY**

- A) Properly maintained equipment is critical to the safety of all team personnel and as such is the responsibility of all.

**VI) ENFORCEMENT**

- A) Failure to understand this Standard Operating Guideline may result in disciplinary action.

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- B) Any deviation from this Standard Operating Guideline may require a written report to the Chief overseeing the team and/or the District 14 Chair.
- C) This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

**VII) STANDARD OPERATING GUIDELINE**

A) GENERAL MAINTENANCE

- 1) Is the reasonability of the host community following the guidelines of the community but shall be conducted no less than once a month.
- 2) All Equipment
  - (a) Shall be cleaned and wiped dry before being returned to trucks/trailers
  - (b) Any maintenance performed will be done following manufacturers specifications.
  - (c) All maintenance will be recorded in the appropriate manual

B) Rope, Webbing and Accessory Cord

- 1) Rope
  - (a) Inspect the rope visually after each use for damage to sheath, dirt or mildew, and soft spots in the rope core. Find soft spots by "running" or pulling the rope between thumb and index finger. Wash rope when dirty. Use only soap that

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does not contain bleach, non-chlorine based detergent and water, e.g., Woolite.

- (b) Hang loosely and allow to air dry out of direct sunlight. Once rope is dry, it is stuffed, not coiled, in rope bag and stored in a dry, dust-free place, where not exposed to chemical (petroleum, alkali's) and direct sunlight.
- (c) NEVER walk or stand on the rope. Don't drop rope from great heights when it can be carried down. Don't drag rope across ground or apparatus bays. Pad all edges. Avoid nylon passing on nylon; i.e., rope passing over itself, another rope or webbing. Keep all rope and webbing material out of petroleum and alkaline products, and if forced to use in applications where contamination will occur (around wheels, axles, etc.), retire after use.
- (d) Always utilize some method of edge protection, hardware for moving rope and software for static rope.
- (e) All rope will be properly logged with each use by number, date and type of use, in appropriate teams' rope log.

2) Webbing

- (a) Maintain webbing the same as rope.

3) Accessory Cord

- (a) Maintain cordage the same as rope.

C) DAMAGED OR LOST EQUIPMENT

- 1) Any equipment that is lost or damaged shall be reported to the department representative in charge of the truck/trailer that the equipment came from.
- 2) The department representative will be responsible for making an assessment as to if the equipment is inoperable and needs to be taken out of service. The

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department representative is responsible to report the disposition of the item to the Team Director.

- 3) Equipment taken out of service shall be immediately removed from the truck/trailer and forwarded to the Team Director.
- 4) The Team Director or his/her designee shall be responsible for assigning the task of repairing or replacing the damaged equipment

**VIII) RECORDS, REPORTS, CHARTS, FORMS**

A)

<p>Sog Review Dates:</p>
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