

STANDARD OPERATING GUIDELINE



Damaged Equipment

Department: Operations

SOG#228

Applicable to: All Staff

Effective Date: 15 Dec 2020

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Authority: Chief Of Operations

Applicable CAAS Standard:

Revised Effective Date:

Purpose:

The purpose of this Standard Operating Guideline (SOG) is to outline the position of Brighton Volunteer Ambulance (BVA) regarding the reporting and handling of damaged equipment.

Scope:

The scope of this document applies to all staff.

Guideline:

1. Damaged equipment will be removed from service immediately upon discovery.
2. Items removed from service will be tagged as out of service, with the following information:
 - a. Name of who removed the item
 - b. Date which it was removed from service
 - c. Defects with the item listed
 - d. Officer notified of the issue
3. In addition to the steps in 2, a special report will be filed through electronic reporting
4. The Operations Officer responsible will follow up with the necessary repairs or replacements of the damaged equipment.
 - a. The responsible officer will log the damaged equipment for tracking purposes.
5. Items that can be repaired and returned to service will be done, with the item(s) being updated in the tracking system.
6. Items that can not be repaired must be reported to the Chief.
7. Only the responsible officer may return items to service by removing the out of service tag.
8. Responsible Officer means the supervisor who received the report, or who the repair/replacement has been passed on to.

This document supersedes any documents on the topic dated prior to the effective date noted above.