

STANDARD OPERATING PROCEDURES

[Vehicle & Equipment Inspections]



Department: Operations

SOP #106

Applicable to: All Staff

Effective Date: 1 March 2020

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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 per shift requirement of inspecting fleet equipment for readiness.

Scope:

The scope of this document applies to all personnel in accordance with the Department of Health requirement to perform a vehicle inspection daily.

Guideline:

1. Daily Inspections
 - 1.1. At the beginning of every assigned shift personnel will:
 - 1.1.1. EMT - Basics will complete a “BLS Rig Check”
 - 1.1.2. EMT - Paramedics will complete an “ALS Rig Check”
 - 1.2. Vehicle inspections are to be completed and filed by 1100 hours for day shift and 2300 for night shifts respectively.
 - 1.3. Any missing equipment or stock will be replaced at the time of the inspection.
 - 1.4. Staff should note any missing equipment or stock on their electronic inspection form.
 - 1.5. Any other problems will be reported to the Shift Supervisor.
 - 1.6. At any time if a provider is reassigned to another unit, they are expected to complete a rig check.
2. Monthly Inspections
 - 2.1. Monthly on the 1st all gear bags and cardiac monitors will have all seals broken for a complete check and reseal.
 - 2.2. Monthly on the 15th, all vehicles will have all seals broken for a complete check and reseal.
 - 2.3. Personnel will take note to remove expiring items that will not make it to the next inspection point, as well as remove any damaged items.
 - 2.4. Any electronic devices or battery-powered equipment that does not function or charge properly will be removed from service and replaced. The shift supervisor must be notified in the event that there is a noted failure.
 - 2.4.1. iPads & Phones: Should be charged, functioning, non damaged. Any variance is to be reported to the Shift Supervisor.
 - 2.4.2. MDT's: Should remain logged in, functioning, non-damaged, and connected. Any variance is to be reported to the Shift Supervisor.

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