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| ***REPLACE WITH YOUR MASTHEAD*** |
| **VFIS logo black JPG** | **SOG Title:** |
| **SOG Number:** |
| **Original Date:** | **Revision Date:** |
| **ABC Fire Department General Operating Guideline** |

**Personal Protective Equipment Routine Inspection Checklist**

***This is a sample of a standard operating guideline (SOG) on this topic. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team and if appropriate your legal counsel. Once adopted, make sure the SOG is communicated to members, implemented and performance monitored for effective implementation.***

**Purpose:**

The National Fire Protection Association (NFPA) requires individual members to conduct a routine inspection of their personal protective equipment (PPE) upon issuance and after each use to help reduce the health and safety risks associated with improper maintenance, contamination, or damage. Individual members should use this checklist for performing and documenting routine inspections of PPE. The items listed reflect the minimum requirements for the Routine Inspection of PPE as outlined in Chapter 6, Section 2 of **NFPA 1851: Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting (2014).**

**Procedure**

**Instructions:** Clean soiled or contaminated gear before inspection. Refer to your organization's guidelines for determining if an element is soiled to the extent that cleaning is necessary. Use the checkboxes to ensure inspection of all critical areas of your PPE. Indicate whether each item meets your organization's established criteria by marking "pass" or "fail". Use the comments section to explain all fail reasons, and describe what actions you will take to rectify the issues. Be sure to note when you remove items from service for Advanced Inspection. Per NFPA 1851, advanced inspections must be conducted "whenever routine inspections indicate that a problem could exist". **This checklist does not include the requirements for Advanced Inspection of PPE as outlined in Chapter 6, Section 3 of NFPA 1851.**

***This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization’s needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm or damage to personnel, property and the general public. For additional information on this topic, contact your VFIS Risk Control representative.***

**References:**

PPE Routine Inspection Checklist, vfis.com

**PPE Routine Inspection Checklist**

The National Fire Protection Association (NFPA) requires individual members to conduct a routine inspection of their personal protective equipment (PPE) upon issuance and after each use to help reduce the health and safety risks associated with improper maintenance, contamination, or damage. Individual members may use this checklist for performing and documenting routine inspections of PPE. The items listed reflect the minimum requirements for the Routine Inspection of PPE as outlined in Chapter 6, Section 2 of **NFPA 1851: Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting (2014).**

Equipment Assigned to:

Inspected by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Inspection:

**Instructions:** Clean soiled or contaminated gear before inspection. Refer to your organization's guidelines for determining if an element is soiled to the extent that cleaning is necessary. Use the checkboxes to ensure inspection of all critical areas of your PPE. Indicate whether each item meets your organization's established criteria by marking "pass" or "fail". Use the comments section to explain all fail reasons, and describe what actions you will take to rectify the issues. Be sure to note when you remove items from service for Advanced Inspection. Per NFPA 1851, advanced inspections must be conducted "whenever routine inspections indicate that a problem could exist". **This checklist does not include the requirements for Advanced Inspection of PPE as outlined in Chapter 6, Section 3 of NFPA 1851.**

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| **Coats and Trousers** |
| **Make:** | **Model:** | **Serial #** |
|  | **Pass** | **Fail** |
| 1. Soiling | [ ]  | [ ]  |
| 2. Contamination | [ ]  | [ ]  |
| 3. Physical damage such as: | [ ]  | [ ]  |
| 1. Rips, tears and cuts
 | [ ]  | [ ]  |
| 1. Damaged or missing hardware and closure systems
 | [ ]  | [ ]  |
| 1. Thermal Damage (charring, burn holes, melting, discoloration of any layer)
 | [ ]  | [ ]  |
| 4. Damaged or missing reflective trim | [ ]  | [ ]  |
| 5. Loss of seam integrity and broken or missing stiches | [ ]  | [ ]  |
| 6. Correct assembly and size compatibility of shell, inner and the drag rescue device (DRD) | [ ]  | [ ]  |
| Comments: |

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| **Hood** |
| **Make:** | **Model:** | **Serial #** |
|  | **Pass** | **Fail** |
| 1. Soiling | [ ]  | [ ]  |
| 2. Contamination | [ ]  | [ ]  |
| 3. Physical damage to the shell such as: | [ ]  | [ ]  |
| 1. Rips, tears and cuts
 | [ ]  | [ ]  |
| 1. Thermal Damage (charring, burn holes, melting, discoloration of any layer)
 | [ ]  | [ ]  |
| 4. Loss of face opening adjustment | [ ]  | [ ]  |
| 5. Loss of seam integrity and broken or missing stiches | [ ]  | [ ]  |
| Comments: |

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| **Helmet** |
| **Make:** | **Model:** | **Serial #** |
|  | **Pass** | **Fail** |
| 1. Soiling | [ ]  | [ ]  |
| 2. Contamination | [ ]  | [ ]  |
| 3. Physical damage to the shell such as: | [ ]  | [ ]  |
| 1. Cracks, crazing, dents and abrasions
 | [ ]  | [ ]  |
| 1. Thermal Damage to the shell (bubbling, soft sports, warping, discoloration)
 | [ ]  | [ ]  |
| 4. Physical damage to the earflaps such as: | [ ]  | [ ]  |
| 1. Rips, tears and cuts
 | [ ]  | [ ]  |
| 1. Thermal Damage (charring, burn holes, melting)
 | [ ]  | [ ]  |
| 5. Damaged or missing components of the suspension and retention systems | [ ]  | [ ]  |
| 6. Damaged or missing components of the face shields/goggle system, including discoloration, crazing, and scratches to the face shield/goggle lens limiting visibility. | [ ]  | [ ]  |
| 7. Damaged or missing reflective trim | [ ]  | [ ]  |
| 8. Loss of seam integrity and broken or missing stiches | [ ]  | [ ]  |
| Comments: |

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| **Gloves** |
| **Make:** | **Model:** | **Serial #** |
|  | **Pass** | **Fail** |
| 1. Soiling | [ ]  | [ ]  |
| 2. Contamination | [ ]  | [ ]  |
| 3. Physical damage such as: | [ ]  | [ ]  |
| 1. Rips, tears and cuts
 | [ ]  | [ ]  |
| 1. Thermal Damage (charring, burn holes, melting, discoloration of any layer)
 | [ ]  | [ ]  |
| 1. Inverted liner
 | [ ]  | [ ]  |
| 4. Shrinkage | [ ]  | [ ]  |
| 5. Loss of elasticity or flexibility | [ ]  | [ ]  |
| 6. Loss of seam integrity and broken or missing stiches | [ ]  | [ ]  |
| Comments: |

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| **Footwear** |
| **Make:** | **Model:** | **Serial #** |
|  | **Pass** | **Fail** |
| 1. Soiling | [ ]  | [ ]  |
| 2. Contamination | [ ]  | [ ]  |
| 3. Physical damage such as: | [ ]  | [ ]  |
| 1. Rips, tears or punctures
 | [ ]  | [ ]  |
| 1. Thermal Damage (charring, burn holes, melting, discoloration of any layer)
 | [ ]  | [ ]  |
| 1. Exposed or deformed protective toe, protective midsole or shank
 | [ ]  | [ ]  |
| 4. Loss of water resistance | [ ]  | [ ]  |
| 5. Closure system component damage and functionality | [ ]  | [ ]  |
| 6. Loss of seam integrity and broken or missing stiches | [ ]  | [ ]  |
| Comments: |

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| **Drag Rescue Device**  |
| **Make:** | **Model:** | **Serial #** |
|  | **Pass** | **Fail** |
| 1. Instillation in garment | [ ]  | [ ]  |
| 2. Soiling | [ ]  | [ ]  |
| 3. Contamination | [ ]  | [ ]  |
| 4. Physical damage such as: | [ ]  | [ ]  |
| 1. Cuts, tears , punctures, cracking or splitting
 | [ ]  | [ ]  |
| 1. Thermal Damage (charring, burn holes, melting, discoloration)
 | [ ]  | [ ]  |
| 1. Loss of seam integrity and broken or missing stiches
 | [ ]  | [ ]  |
| Comments: |

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| **Interface** |
| **Make:** | **Model:** | **Serial #** |
|  | **Pass** | **Fail** |
| 1. Soiling | [ ]  | [ ]  |
| 2. Contamination | [ ]  | [ ]  |
| 3. Physical damage: | [ ]  | [ ]  |
| 5. Loss of reduction of properties that allow component to continue as effective interface [e.g. loss of shape or inability to remain attached to the respective element(s) where attachment is required] | [ ]  | [ ]  |
| 6. Loss of seam integrity and broken or missing stiches | [ ]  | [ ]  |
| Comments: |