

**BURLINGTON TWP. FIRE DEPARTMENT**  
**STANDARD OPERATING GUIDELINE #14**

**OUT OF SERVICE EQUIPMENT**

**Purpose:** To identify out-of-service and unsafe equipment.

**Scope:** During any inspection, whether it be a monthly or after run inspection, any equipment found to be unsafe, inoperable, or not working must be clearly identified following these steps:

1. Note the deficiency on the inspection form for the equipment.
2. Place an out-of-service tag (located south of the kitchen door near the workbench) on the equipment with the date, your name, what you think is wrong, and what needs to be repaired.
3. If it is an apparatus, place an out-of-service tag on the driver's door handle and put a sign on the driver's window clearly marked OUT OF SERVICE.
4. Before leaving the hall, report to one of the officers what equipment or vehicle is out-of-service and/or not working.
5. Immediately after being notified, the officer that is notified must notify the Fire Chief or Assistant Chief if the Fire Chief is unavailable.

Enacted: 12/21/02

Revision: 11/07/21, 07/31/23