

**SCOTTS VALLEY FIRE
PROTECTION DISTRICT**



STANDARD OPERATING PROCEDURES DATE APPROVED: APPROVED:	ARTICLE: II	SOP: 2203
	SECTION: 2200 APPARATUS AND EQUIPMENT	
	SUBJECT: MAINTENANCE OF HAND TOOLS	
	December 6, 2010	
	<i>Michael P. Murray</i>	

Purpose: To assure that all hand tools are kept in good working and a safe condition.

Scope: The following guidelines will be used for inspection and maintenance of the district hand tools.

Procedure:

1. All hand tools will be checked for the following conditions:
 - Straightness and strength of handles
 - Smoothness of handles (splintering)
 - Sharpness of cutting edges
 - Tightness of head to handle
 - Any defect or condition which will hamper the use and/or safety of the tool and the user
2. This check shall be made before and after each use and at least once a week during regular apparatus and inventory checks.
3. Any minor repairs needed will be the responsibility of the on-duty crew to see that such repairs are made.
4. Any tool found to be beyond repair, or in an unsafe condition, will be brought to the attention of the company officer.
5. Sharpening will be done with a file and in a vise if possible. Eye protection and gloves will be worn.
6. All tools will be marked with SCO.