

SCOTTS VALLEY FIRE PROTECTION DISTRICT		
STANDARD OPERATING PROCEDURES	ARTICLE: OPERATIONS	SOP: 2209
	SECTION: 2200	
	SUBJECT: OUT OF SERVICE TAGS	

Purpose: To identify out of service equipment, to provide status of item, and to improve communications between shifts to ensure it is repaired.

Scope: This will apply to all equipment.

Procedure:

Equipment found out of service will be removed from service and tag filled out.

Minimum information on the tag will include:

- Date equipment pulled OOS.
- Description of the problem
- Corrective measures taken; parts ordered, forwarded to..., etc
- Printed name of person filling out the tag.

Equipment to be placed in out of service area.

OOS log to be filled out.

- Same information as OOS tags.
- Add steps as they are taken (such as parts ordered, troubleshooting steps taken, etc.)

Station Captain is to be informed when equipment taken out of service. It is the responsibility of the person taking the equipment OOS to follow up and insure the problem is corrected.

DATE: 8/2/2006	APPROVED: 	PAGE 1 OF 1 PLUS 1 FORM
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