

**Operating Guideline # 106**  
**PPC Maintenance and Inventory**  
**Created September 20, 2019**  
**Reviewed June 16, 2022**



**PURPOSE:**

The purpose of this Operating Guideline (OG) is to outline practices for the ongoing maintenance and inventory control of bunker gear by the Deputy Fire Chief and designates.

**GUIDELINE:**

1. A Personal Protective Clothing Maintenance schedule will be established by the Deputy Fire Chief to track, record, arrange for annual inspections of PPC.
2. In accordance with MLFD OG 105 (Personal Protective Clothing Care and Maintenance) the Deputy Fire Chief will develop an inventory of all bunker gear recording; date of manufacture, size, serial number of the garment, and any ongoing service or maintenance of the bunker gear during its life cycle.
3. The Deputy Fire Chief and District Chief's will arrange for the bunker gear to be sent out at least annually for third party advanced inspection, cleaning and repair as required.
4. The Deputy Chief will report to the Fire Chief, detailing the annual inspection of the inventory, types of repairs to the gear, gear that has been removed from service due to the high cost of repair or failure of the inspection. This is for budget reasons.
5. Individual duties of each member as it relates to maintenance is below:
  - a) **Deputy Chief;** Develop a plan for the team to follow, train the members on proper inspection of gear and how the program is to function, monitor the program for compliance with NFPA and OSHA, assist as required, report to the Fire Chief the progress of the program so the program can be properly funded.
  - b) **District Chief;** Supervise and assist their firefighters with the program, arrange for the shipping and receiving of serviced bunker gear, confirm that the service information is recorded in the equipment logs, arrange the loaner gear for the firefighter's who's gear being sent out for service, insure the gear is returned clean, arrange for the gear to be cleaned in house if required, process all new bunker gear before it is issued, report all activities to the Deputy Chief monthly or as required.
  - c) **Firefighters;** Prepare the bunker gear for shipping, ensure that all repairs are identified, inform the District Chief of loaner gear requests, make themselves available for sizing, report any lost or damaged gear, assist with the logging of information and complete the gear checklist after each cleaning or service to PPC.
6. All members must complete the VFIS checklist annually and send to the Administrative Assistant to be placed into personnel files for the member. The checklist is fillable online at <https://www.vfis.com/Portals/vfis/fire-and-ems-operations/VFIS-PPERoutineInspectionChecklist.pdf>

**RESPONSIBILITY:**

It is the responsibility of all members to comply with the provisions of this OG and particularly that Company Officers (supervisors) and firefighters (workers) ensure that they adhere to their duties in accordance with the provisions of this document and the Occupational Health and Safety Act.

**DEFINITIONS:**

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**“Advanced Inspection/Cleaning”** means the inspection and thorough cleaning of the ensemble or ensemble elements by an Independent Service Provider by washing with cleaning agents. Includes specialized cleaning that may be required to remove hazardous materials or bodily fluids.

**“Element”** means an individual component of the PPC ensemble (e.g. – each of the coat, trouser/suspenders, helmet, balaclava, boots, gloves, coveralls or SCBA facepiece.)

**“Independent Service Provider”** means an independent third party utilized by the fire department to perform any one or any combination of advanced inspection, advanced cleaning, or repair services.

**“Routine Cleaning”** means the light cleaning of the ensemble or ensemble elements by firefighters without taking the elements out of service. Includes brushing off debris and routine laundering or cleaning utilizing materials and facilities available in-house.

**REFERENCES:**

- Occupational Health and Safety Act (RSO 1990, c. 0.1)
- Section 21 Committee Guidance Note GN-4-8, Care, Maintenance, Inspection and Replacement of Structural Firefighting Personal Protective Equipment
- Section 21 Committee Guidance Note GN-4-07, Wildland Fires
- NFPA 1851 (Current Edition), Standard on Selection, Care and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting
- NFPA 1971 (Current Edition), Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting.
- MLFD OG 101, Turnout Gear/Coveralls
- MLFD SOG 105, Personal Protective Clothing Care and Maintenance
- VFIS PPE Equipment Checklist/Log