
	<b>STANDARD OPERATING GUIDELINE</b>				
	EQUIPMENT				
	PERSONAL PROTECTIVE CLOTHING INSPECTION PROGRAM				
	Effective:01/May/96	Revised:01/Nov/2020	S.O.G. #: E-208	Page: 1 of 4	

## 1.0 Purpose

- 1.1 The purpose of this guideline is to establish a system to regularly inspect protective clothing and equipment assigned to all personnel and to set standards for the maintenance of these items.
- 1.2 This inspection is intended to assure that all personnel are provided with a complete set of protective clothing and equipment, maintained in a safe and functional condition. This protective clothing and equipment is inspected to the best of the ability of each Battalion Chief assigned to the Suppression Division.

## 2.0 Responsibility

- 2.1 It is the responsibility of all Department personnel to understand the procedures documented in this Standard Operating Guideline.



## 3.0 Inspection Process

- 3.1 During inspections, the inspecting Officer will use the following criteria to evaluate the condition of protective clothing. Each item will be rated in one of four categories:
  - 3.1.1 O.K., Clean, Repair, or Replace
- 3.2 Protective clothing and equipment to be inspected includes:
  - 3.2.1 Helmet, turnout coat, turnout pants, bunker boots, ¾ boots, glove(s), S.C.B.A facepiece, and Nomex hood(s).
- 3.3 The Fire Department Safety Officer is responsible for the overall management of the protective clothing and equipment inspection program.
- 3.4 The inspecting Battalion Chief shall verify the proper fit of the turnout coat and pants while the clothing is worn by the firefighter.
- 3.5 Protective hoods shall be inspected with S.C.B.A. facepiece in place to verify the proper fit and coverage of all facial and neck skin surfaces.
- 3.6 Each member of the Fire Department is responsible for inspecting his/her protective clothing daily, as well as the cleaning, care, and maintenance of all issued protective equipment. The individual member is responsible for obtaining repairs or replacement items, when needed, by following established procedures.
- 3.7 Protective Clothing Inspection Reports will be filled out for each individual inspection. The completed form will be signed by the inspecting Battalion Chief and the Firefighter or Lieutenant being inspected. The report will be kept on file for a minimum of 12 months.
- 3.8 The inspecting Battalion Chief will determine the time allowable for correction of any deficiency. Protective clothing and equipment that will *not* provide adequate protection shall be replaced immediately if possible. Personnel will not be permitted to engage in operations in the absence of, or with any seriously deficient piece of, protective clothing or equipment.
- 3.9 Only protective clothing and equipment issued or approved by the Highland Park Fire Department shall be utilized. Protective clothing will not be modified without the approval of the Fire Department Safety Officer.

## 4.0 Care and Maintenance of Equipment

### 4.1 Helmets

- 4.1.1 Helmets shall be maintained in a reasonably clean condition. Face shields, chin straps, ear flaps and the helmet suspension system shall be in good working order and condition.

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#### 4.1.2 Cleaning

4.1.2.1 Helmets should be rinsed off with water to remove loose dirt and particles.

4.1.2.2 Helmets should be cleaned with lukewarm tap water and mild detergent.

4.1.2.3 Jeweler's polish for eye protection scratches.

4.1.2.4 Tar drippings can be removed with standard automotive tar removal.

#### 4.1.3 Repair

4.1.3.1 Missing face shield adapters, nuts and bolts.

4.1.3.2 Face shield excessively scratched.

4.1.3.3 Chin strap and assembly broken or torn.

4.1.3.4 Helmet liner worn, shredded, spilt or cracked.

4.1.3.5 Webbed suspension broken.

4.1.3.6 Any portion of the helmet that has exposed leather should be painted to preserve the integrity of the helmet

#### 4.1.4 Replace

4.1.4.1 Severely stained or cracked eye protection

4.1.4.2 Helmet with visible cracks.

4.1.4.3 Helmet which is warped or bubbled from exposure to heat.

4.1.4.4 Helmet which has been exposed to mist or fumes, which are known to weaken polycarbonate plastic.

4.1.4.5 All items constructed from thermoplastic are susceptible to ultraviolet and chemical degradation. When a helmet loses its surface gloss and the surface begins to flake away, this chemical degradation has occurred. During helmet inspections, helmets will be checked for these conditions and the shell will be replaced immediately if these conditions are evident.

### 4.2 Protective Hoods

#### 4.2.1 Cleaning

4.2.1.1 Use warm water and any mild detergent.

#### 4.2.2 Replace

4.2.2.1 Hoods that have holes or tears in them.

4.2.2.2 Hoods that are not Fire Department approved.

4.2.2.3 Hoods that are stretched out of shape and/or do not provide coverage of all face or neck skin surfaces.



### 4.3 Gloves

#### 4.3.1 Cleaning

4.3.1.1 Use warm water and any mild detergent.

#### 4.3.2 Replace

4.3.2.1 Stiff or rigid gloves.

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- 4.3.2.2 Stitching worn or rotten.
- 4.3.2.3 Glove insulation is worn through.
- 4.3.2.4 Leather that is split.
- 4.3.2.5 Gloves with holes or tears in them.
- 4.3.2.6 Gloves that do not fit properly.
- 4.3.2.7 Gloves that are not Fire Department approved.

4.4 Turnout Coats and Pants

4.4.1 Cleaning

- 4.4.1.1 Liner and shell can be washed with any mild detergent.
- 4.4.1.2 Heavily soiled spots can be removed with general spot cleaner. In these situations, it is better to turn your gear in to be cleaned by the Department extractor at Station #33.

4.4.2 Repair

- 4.4.2.1 All repairs requiring stitching must be made with Nomex thread. These types of repairs should be completed at the Department approved repair facility.
- 4.4.2.2 Broken snaps or zippers.
- 4.4.2.3 Rivets pulled loose from fabric and from the objects they secure.
- 4.4.2.4 Suspenders, snaps, and leather eyes which are broken or elongated.
- 4.4.2.5 Stitching missing.
- 4.4.2.6 Frayed or worn collars.
- 4.4.2.7 Ripped liners.
- 4.4.2.8 Reflective stripes that are burned, cracked, melted or torn.
- 4.4.2.9 Wristlets torn or stretched.

4.4.3 Replace

- 4.4.3.1 Coats and pants on which the stitching is damaged beyond repair.
- 4.4.3.2 Coats and pants on which the fabric is worn through.
- 4.4.3.3 Coats and pants soiled to the point where they cannot be cleaned, or saturated with oil, tar, or other hazardous product.
- 4.4.3.4 Coats with charring or evidence of other serious fire damage.
- 4.4.3.5 Improper fitting coat or pants.

4.5 Boots

4.5.1 Cleaning

- 4.5.1.1 Boots can be cleaned with any mild soap.

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4.5.2 Replace

- 4.5.2.1 Boots that are severely cracked.
- 4.5.2.2 Boots with any holes in them.
- 4.5.2.3 Improper fitting boots.

**5.0 Frequency**

5.1 As part of the Protective Clothing Inspection Program, the Battalion Chiefs will attempt to inspect all Departmental turnout clothing and equipment on a yearly basis in January. If any Department member should have a problem with his/her gear prior to the annual inspection period, please follow normal Department procedures to get repairs or replacement.

**6.0 Reference**

- 6.1 Highland Park Fire Department
- 6.2 Cairns Helmet Reference manual
- 6.4 Morning Pride
- 6.5 Servus Boot Corporation
- 6.6 Pro Warrington Manufacturing

Approved:  Fire Chief