



SERVICE STANDARD 5.1.4 NSW RFS APPLIANCE STANDARDS

ITEM	DESCRIPTION
Version Number	3.1
SOPs	<ul style="list-style-type: none">> SOP 5.1.4-1 Special Build Approval Process> SOP 5.1.4-2 Modification to an Appliance in Build> SOP 5.1.4-3 Modification to an Appliance in Service
Owner	Executive Director, Infrastructure Services
Contact	Manager Engineering Services
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1 Purpose

- 1.1 This Service Standard ensures that the NSW Rural Fire Service (NSW RFS) provides safe, cost effective, standardised, fit for purpose appliances across a range of categories.
- 1.2 The NSW RFS provides, through its internal purchasing processes, several standard categories of appliances, however where there are exceptional circumstances for an appliance to be specifically designed or a modification undertaken, this Service Standard provides the process to be followed.
- 1.3 This Service Standard provides the process that a District must follow in order to have:
 - a. A special build undertaken in accordance with SOP 5.1.4-1;
 - b. A modification to an appliance in build in accordance with SOP 5.1.4-2;
 - c. A modification to an in-service appliance in accordance with SOP 5.1.4-3.

2 Policy

- 2.1 The NSW RFS provides a standard design for several categories of appliances. These categories have been determined based on a fit for purpose assessment that deliver the capability and capacity for the majority of emergency incidents and operations that the NSW RFS attends.
- 2.2 It is acknowledged that on occasion, a change in operational requirements, protocols or policy may result in a need for another category or a modification to the standard designed appliances.
- 2.3 Changes in design affect more than just the external operation and consideration must be given to vehicle operating parameters, Work, Health and Safety (WHS) obligations, legislative requirements, vehicle standards and Australian Design Rules.

- 2.4 Written approval must be given prior to any special build, modification in build or modification to an existing appliance, being undertaken or completed. Where unauthorised builds or modifications have been undertaken, the District will have the appliance taken out of service and fund the rectification works back to standard. Refer to the Standard Operating Procedures (SOPs) that are attached to this service standard for further detail.
- 2.5 All approved works are to comply with Policy P4.1.3 Procurement and the NSW RFS Procurement Process.
- 2.6 All appliance builds and modifications shall be coordinated and facilitated through Engineering Services Section located at Headquarters.

Second Hand Fire Fighting Vehicles

- 2.7 The NSW RFS no longer approves the building of fire fighting appliances on second hand chassis or the local purchase of appliances.

3 Related Documents

- [Service Standard 5.1.6 Secondhand Appliance Transfer Program](#)
- [Service Standard 5.1.7 Appliance and Vehicle Category Details](#)
- [Policy P4.1.3 Procurement](#)
- NSW Rural Fire Service Instructions on Compilation of Estimates/Equipment Catalogue

4 Amendments

AMENDMENT DATE	VERSION NO	DESCRIPTION
1 September 1999	1.0	Initial release
10 June 2005	2.0	<ul style="list-style-type: none"> ➤ Repealed and remade Service Standard 5.1.4 v1.0 ➤ Formatted into new template ➤ Section 1 ➤ Clauses 3.1; 3.3 a, b, c, d; and 3.4 a and b
6 November 2012	3.0	<ul style="list-style-type: none"> ➤ Repealed and remade Service Standard 5.1.4 v2.0 ➤ Revised to align with current organisational alignment and to reflect current practices
9 April 2018	3.1	<ul style="list-style-type: none"> ➤ Repeals and remakes Service Standard 5.1.4 v3.0 ➤ Revised to align with current organisational alignment and to reflect current practices

SOP 5.1.4-1

SPECIAL BUILD APPROVAL PROCESS

1 Purpose

- 1.1 The purpose of this SOP is to ensure that where a District identifies an operational requirement for a special build, that due consideration is given to the operational, logistical, financial and technical requirements in delivery of that identified need.

2 Procedures

- 2.1 The District shall prepare a business case outlining the operational / functional requirement and a rationale as to why a standard category appliance will not fulfil this operational requirement.
- 2.2 This business case will be assessed and a recommendation made by the District Manager and submitted to the Regional Office.
- 2.3 The Regional Manager or delegate will review the business case and if in agreement the Regional Manager shall endorse the business case.
- 2.4 The Regional Office shall forward the endorsed business case to Headquarters where Engineering Services, will validate the options available and approve or not approve the business case.
- 2.5 Once the business case is approved, a detailed technical scope addressing the identified functional and operational requirement/s will be prepared between the requesting District and Engineering Services section.
- 2.6 Engineering Services will provide to the District an estimate of the cost to construct this special build and the District will source the funding.
- 2.7 Special builds and modifications cannot interrupt the flow of the NSW RFS standard new build program. As such, it is expected that this process could take twelve (12) months or longer.

3 Related forms

- > None

SOP 5.1.4-2

MODIFICATION TO AN APPLIANCE IN BUILD

1 Purpose

- 1.1 The NSW RFS provides a standard design for several categories of appliances. On occasion, a local operational need may result in the request for modification to a current standard appliance.
- 1.2 The purpose of this SOP is to ensure that where a District identifies an operational requirement for modification to a standard build, that due consideration is given to the operational, logistical, financial and technical requirements in delivery of that identified need.

2 Procedures

- 2.1 The District shall prepare a written business case outlining the operational functional requirement and a rationale as to why a modification to the standard category appliance is required.
- 2.2 This business case will be assessed and a recommendation made by the District Manager and submitted to the Regional Office.
- 2.3 The Regional Manager or delegate will review the business case and if in agreement the Regional Manager shall endorse the business case.
- 2.4 The Regional Office shall forward the endorsed business case to Headquarters where Engineering Services, will validate the options available and approve or not approve the business case.
- 2.5 Once the business case is approved, a detailed technical scope addressing the identified functional and operational requirement/s will be prepared between the requesting District and Engineering Services.
- 2.6 Engineering Services will then provide to the District an estimate of the cost to modify the standard build and the District will source the funding.
- 2.7 Builds for approved modifications cannot interrupt the flow of the NSW RFS standard new build program. As such, it is expected that this process could span at least twelve (12) months or longer.

3 Related forms

- > None

SOP 5.1.4- 3

MODIFICATION TO AN APPLIANCE IN SERVICE

1 Purpose

- 1.1 The NSW RFS provides a standard design for defined categories of appliances. On occasion, a local operational need may result in the request for modification to an appliance currently in service.
- 1.2 The purpose of this SOP is to ensure that where a District identifies an operational requirement for modification to an appliance currently in service, consideration is to be given to the operational, logistical, financial and technical requirements in delivery of that identified need.

2 Procedures

- 2.1 The District shall prepare a business case outlining the operational/functional requirement and a rationale as to why a modification to the standard category appliance is required.
- 2.2 The business case will be assessed and a recommendation made by the District Manager and submitted to the Regional Office.
- 2.3 The Regional Manager or delegate will review the business case and if in agreement the Regional Manager shall endorse the business case.
- 2.4 The Regional Office shall forward the endorsed business case to Headquarters where Engineering Services, will validate the options available and approve or not approve the business case.
- 2.5 Once the business case is approved, a detailed technical scope addressing the identified functional and operational requirement/s will be prepared between the requesting District and Engineering Services.
- 2.6 Engineering Services will then provide to the District an estimate of the cost to modify the in service appliance and the District will source the funding.
- 2.7 Builds for approved modifications cannot interrupt the flow of the NSW RFS standard new build program. As such, it is expected that this process could span at least twelve (12) months or longer.

3 Related forms

- > None