

# SERVICE STANDARD 5.3.1

## EQUIPMENT MAINTENANCE

ITEM	DESCRIPTION
Version Number	2.1
SOPs	<ul style="list-style-type: none"> <li>➤ SOP 5.3.1-1 Equipment Maintenance – General Responsibilities</li> <li>➤ SOP 5.3.1-2 Equipment Maintenance – Local Maintenance Plan</li> <li>➤ SOP 5.3.1-3 Equipment Maintenance – Defect Maintenance System</li> <li>➤ SOP 5.3.1-4 Equipment Maintenance – Preventative Maintenance System</li> </ul>
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Contact	Manager, Engineering Services
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## 1 Purpose

- 1.1 To ensure the safety and effectiveness of rural firefighting and related activities, all equipment and related facilities need to be maintained in a serviceable condition.
- 1.2 This Service Standard clarifies and defines the roles of local Council/s, the Rural Fire Service (NSW RFS), and specific members of the NSW RFS, relating to equipment maintenance.
- 1.3 The term “district” is used in this Service Standard and its associated SOPs and Guidelines to indicate a NSW RFS district, team or zone, as applicable.
- 1.4 Under section 38(2)(c) of the *Rural Fires Act 1997*, all fire fighting apparatus in a rural fire district (other than fire fighting apparatus under the control of the authority responsible for managed land) must be inspected at least once each year.
- 1.5 In satisfying that responsibility, the Fire Control Officer must comply with this Service Standard.
- 1.6 Under section 119 of the *Rural Fires Act 1997*, a Council must ensure that any fire fighting equipment vested in its care is to be maintained in a condition that complies with this Service Standard. In this context fire fighting equipment includes but is not limited to, fire fighting apparatus, buildings, water storage towers or lookout towers.

## 2 Policy

- 2.1 Each NSW RFS District shall negotiate and implement an effective system of equipment maintenance with their respective local council/s within a Service Agreement under Section 12A of the *Rural Fires Act 1997*.

- 2.2 All equipment maintenance standards are set out in the approved NSW RFS Corporate Asset Management system (currently SAP EAM). If there is no specific maintenance standards stated in the Asset Management system, then the manufacturer's recommended maintenance schedule is to be used.
- 2.3 All equipment maintenance is to be recorded in the Asset Management system.
- 2.4 The NSW RFS has a responsibility to ensure a safe working environment for its members, including the care of equipment and facilities such that it is safe and serviceable for use. In satisfying that responsibility, the system of equipment maintenance shall comply with this Service Standard and the attached [Equipment Maintenance SOPs](#).

### Standard Operating Procedures

- 2.5 The NSW RFS [Equipment Maintenance SOPs](#), issued under this Service Standard, specify the outcomes expected for equipment maintenance in districts. All equipment maintenance shall comply with the appended [Equipment Maintenance SOPs](#).

## 3 Related Documents

- > [Rural Fires Act 1997](#)
- > Rural Fire District Service Agreements
- > [SS 5.1.3 Communications Systems](#)
- > [SS 5.1.4 Fire Fighting Appliance Construction Standards](#)
- > [SS 5.1.5 Protective Clothing and Accessories](#)
- > [SS 5.1.6 Secondhand Appliance Transfer Program](#)
- > [SS 5.1.9 Breathing Apparatus](#)
- > [SS 5.1.10 Accommodation Standards and Building Construction Projects](#)
- > [SS 5.3.3 Annual Inspection of Unregistered RFS Vehicles](#)
- > [SS 5.3.4 Maintenance of Buildings](#)
- > [Cat 1 Tanker Appliance Operating Manual](#)
- > [Cat 2 Tanker Appliance Operating Manual](#)
- > [Cat 7 Tanker Appliance Operating Manual](#)
- > [RFS Brigade Equipment Officer's \(EQO\) Manual](#)
- > [Equipment Maintenance SOPs](#)

## 4 Amendments

AMENDMENT DATE	VERSION NO	DESCRIPTION
1 September 1999	1.0	Initial release
3 July 2006	1.1	<ul style="list-style-type: none"> <li>&gt; Repealed and updated SS 5.3.1 v1.0</li> <li>&gt; Clause 2.3 – Note inserted re review of equipment maintenance system</li> <li>&gt; Responsibility updated from Fire Control Officer, to District/Team/Zone managers</li> <li>&gt; Link added to Memo from EDOS dated 16 June 2006</li> <li>&gt; Updated to align with current position titles</li> </ul>
16 June 2010	2.0	<ul style="list-style-type: none"> <li>&gt; Repealed and updated SS 5.3.1 v1.1</li> <li>&gt; Updated to current format</li> <li>&gt; Detailed review of content to reflect current practice</li> <li>&gt; Addition of SOPs 5.3.1 – 1 to 5.3.1-4 inclusive</li> </ul>

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17 September 2018	2.1	<ul style="list-style-type: none"><li>&gt; Repeals and updates SS 5.3.1 v2.0</li><li>&gt; Minor update to align with current processes</li></ul>
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## SOP 5.3.1-1

# EQUIPMENT MAINTENANCE – GENERAL RESPONSIBILITIES

## 1 Purpose

- 1.1 This set of standard operating procedures (SOPs) covers the system of maintenance of fire fighting equipment used in the Rural Fire Service (NSW RFS). 'Fire fighting equipment', in this context, includes but is not limited to, fire fighting apparatus, buildings, water storage towers or lookout towers, and shall be referred to hereafter in these SOPs simply as 'equipment'.

## 2 Procedures

- 2.1 The Executive Director Infrastructure Services, shall specify the overall system of equipment maintenance in the NSW RFS, and shall develop and maintain relevant doctrine, service standards, SOPs and guidelines for equipment maintenance specifying the recommended content and frequency of maintenance for major items of equipment.
- 2.2 Each district manager shall take responsibility for the system of district equipment maintenance on behalf of the relevant local Council/s through a Service Agreement under Section 12A of the *Rural Fires Act 1997*. The equipment maintenance standards are stated in the Asset Management system and this is to be used as the basis for equipment maintenance.
- 2.3 Each district operations officer (or other employee of the NSW RFS assigned that task by the relevant district manager) shall ensure equipment maintenance is satisfactorily undertaken, coordinated and completed in the district according to these SOPs. All maintenance activities and events are to be recorded in the Asset Management system.
- 2.4 Each district learning and development officer (or other employee of the NSW RFS assigned that task by the relevant district manager) shall ensure that any training and assessment associated with equipment maintenance is included in the local training plan and that its delivery is satisfactorily coordinated.
- 2.5 Equipment officers may be appointed within brigades, consistent with their constitution, to coordinate equipment maintenance activities at brigade level. Where a brigade has not appointed an equipment officer the Brigade Captain is deemed to be the equipment officer. Members of brigades should participate in brigade maintenance activities as detailed in the NSW RFS [Equipment Officer's Handbook](#)

## 3 Related forms

- > None

## SOP 5.3.1-2

# EQUIPMENT MAINTENANCE – LOCAL MAINTENANCE PLAN

## 1 Purpose

- 1.1 This SOP outlines the plan that is to be developed at a district level in order to ensure that adequate, appropriate and systematic maintenance of equipment is provided, consistent with the needs and the resources of the area.

## 2 Procedures

- 2.1 The Executive Director Infrastructure Services shall specify the standard format for a local maintenance plan and make it readily available through the NSW RFS Intranet or a similar source. The local maintenance plan is to be developed from the NSW RFS Asset Management system.
- 2.2 Each district operations officer (or other employee of the NSW RFS assigned that task by the relevant district manager) shall, in consultation with relevant local NSW RFS members, develop an equipment maintenance plan taking into account the specific characteristics, resources, risks and capabilities of the area. The equipment maintenance standards are stated in the Asset Management system and this is to be used as the basis for equipment maintenance planning. The plan shall include the recording of all maintenance activities in the NSW RFS Asset Management system.
- 2.3 The equipment maintenance plan should distinguish between defect maintenance (e.g. the repair/replacement of defective/unserviceable equipment) and preventative maintenance (e.g. checks, inspections, tests and servicing to reasonably ensure equipment is serviceable at all times). The NSW RFS Asset Management system has defect and preventative maintenance processes that are to be followed.
- 2.4 The equipment maintenance plan shall detail the arrangements made with local Council/s and/or other parties for the servicing and repair of equipment.
- 2.5 The equipment maintenance plan shall detail the arrangements made for the checking, inspecting and testing of equipment by relevant local NSW RFS members.
- 2.6 The equipment maintenance plan shall detail the arrangements for scheduling, recording and monitoring equipment checking, inspecting, testing and servicing.
- 2.7 A copy of the equipment maintenance plan shall be made available to any local member of the NSW RFS on request and to persons in the NSW RFS chain of command.

## 3 Related forms

- > None

## **SOP 5.3.1-3**

# **EQUIPMENT MAINTENANCE – DEFECT MAINTENANCE SYSTEM**

## **1 Purpose**

- 1.1 This SOP outlines the defect maintenance system to be developed, implemented and monitored at a district level in order to ensure that defective or unserviceable equipment is repaired or replaced in a timely manner.

## **2 Procedures**

- 2.1 The Executive Director Infrastructure Services shall specify a suitable defect maintenance system and make it readily available through the NSW RFS Intranet or similar. This system is the NSW RFS Asset Management system.
- 2.2 Each district manager shall ensure that an effective system of defect maintenance is implemented in their district and that it complies with the NSW RFS Asset Management process.
- 2.3 Each district operations officer (or other employee of the NSW RFS assigned that task by the relevant district manager) shall implement and monitor the defect maintenance system detailed in the local equipment maintenance plan and then recorded in the NSW RFS Asset Management system..
- 2.4 As a minimum, the defect maintenance system shall include procedures, materials and documentation for tagging, monitoring and recording the repair or replacement of defective or unserviceable items of equipment.
- 2.5 The defect maintenance system shall include provision for giving priority to defective or unserviceable equipment that would prevent a brigade (or similar unit) from meeting their Standards of Fire Cover.

## **3 Related forms**

- None

## **SOP 5.3.1-4**

# **EQUIPMENT MAINTENANCE – PREVENTATIVE MAINTENANCE SYSTEM**

## **1 Purpose**

- 1.1 This SOP outlines the preventative maintenance system to be developed, implemented and monitored at a district level in order to reasonably ensure equipment is serviceable when called upon to be used.
- 1.2 All equipment maintenance standards are in the NSW RFS Corporate Asset Management system. If there are no specific maintenance standards stated in the Asset Management system, then the manufacturers recommended maintenance schedule is to be used.

## **2 Procedures**

- 2.1 The Executive Director Infrastructure Services shall specify a suitable preventative maintenance system and make it readily available through the NSW RFS Intranet or similar.
- 2.2 Each district manager shall ensure that an effective system of preventative maintenance is implemented in their District and that it complies with the Asset Management system maintenance standards.
- 2.3 Each district operations officer (or other employee of the NSW RFS assigned that task by the relevant district manager) shall implement and monitor the preventative maintenance system detailed in the local equipment maintenance plan.
- 2.4 As a minimum, the preventative maintenance system shall include procedures and documentation for identifying the type and location of major equipment, the content and frequency of maintenance required, and the scheduling, prompting, recording and monitoring of that maintenance, as stated in the NSW RFS Asset Management system.

## **3 Related forms**

- None