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**Ocean City Fire Department  
Standard Operating Guidelines**

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## General Policies

Subject: Annual Inspections  
Revised: 4-24-2012  
Effective: 9-01-2012  
Approved: 4-24-2012  
Section: 223.0

### 223.01 Purpose

Establish guidelines for a formalized inspection of the Fire-EMS Division

### 223.02 Policy

- A. To implement an organized and formal annual inspection for the Fire/EMS division.
- B. The inspection will be conducted by the Fire Chief or his designee.
- C. The Fire Chief has the authority to suspend the inspection or change the dates of the inspection.

### 223.03 Scope

- A. The inspection shall affect all personnel.
- B. The inspection is intended to be a positive evaluation of the Division in terms of the maintenance of the buildings, protective clothing, uniforms and equipment.

### 223.04 Responsibility

- A. All Officers are responsible to provide timely notification to their commands of the forthcoming inspection dates and times.
- B. All personnel shall cooperate and assist in preparation for the inspection.
- C. All personnel are responsible for the completeness and condition of the uniform and protective clothing which they have been issued.

### 223.04 Areas of Inspection

- A. Complete working uniform – Class C
- B. Complete turnout gear, including assigned Special Operations gear
- C. Station areas, inside and outside
- D. EMS Units
- E. Fire Apparatus

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**223.05 Procedure**

- A. The inspection of each shift shall be conducted by the Fire Chief or designee and the Command Officers of that particular shift being inspected.
- B. Each shift shall be notified in advance of the dates and times reserved for the inspection.
- C. All Department personnel shall be in working uniform-Class C, during the inspection.
- D. Members shall display their complete turnout gear in a neat manner next to the apparatus to which they are assigned.
- E. The inspection party shall inspect the various areas of concern and provide the shift Command Officer with a written report of their findings no later than two (2) weeks after inspection.
- F. Any deficiencies found during the inspection that effect personnel health and / or safety, shall be addressed as soon as possible