



**City of Winchester  
Fire & Rescue Department  
STANDARD OPERATING PROCEDURE**



<b>Section:</b>	Buildings - Equipment and Supplies	<b>SOP:</b>	5.3
<b>Subject:</b>	SCBA Air Shop	<b>Executed:</b>	February 1, 2011
		<b>Revised:</b>	
<b>Approved:</b>			
 Scott Cullers, Fire Chief			

**PURPOSE**

To develop a procedure for the maintenance, repair and record keeping of Department and Station SCBA's and fit testing procedures for personnel.

**BACKGROUND**

The WFRD SCBA Air Shop that resides at the Rouss Fire Company is a certified service repair center that affords the Winchester Fire & Rescue Department the ability to maintain and repair all Department and Station owned Scott SCBA's. Department individuals have been trained and certified by Scott Health and Safety to provide this service.

In addition, the Air Shop will be responsible for the annual fit testing of all Department members as prescribed in the Respiratory SOP, RIT packs, and the calibration of Department four gas meters.

**ADMINISTRATION OF PROGRAM**

1. Record keeping
  - a. The Air Shop will maintain all service repairs and testing of SCBA's in a database.
  - b. The Air Shop will maintain records of all fit testing results for personnel.
  - c. Maintenance records can be requested by individual stations by contacting the Air Shop.
2. Numbering of packs, cylinders and masks
  - a. The packs and cylinders will be numbered with three digits. The first digit will represent the station and the next two digits will identify the pack or cylinder.
  - b. Pack reducers and face piece regulators will be assigned the same number and shall remain as a unit; this will assure that all reducers and face piece regulators are tested on an annual basis.
  - c. The Air Shop will assign and place the numbers on the packs and cylinders.

- d. Individual stations may still continue to assign their own numbers to packs and cylinders as they choose. The numbers assigned by the Air Shop will be for inventory control and tracking, and will be referenced when communicating with the Air Shop.

## **REPAIR PROCEDURES**

### **1. Repairs**

- e. At no time will repairs or alterations be performed on packs, face pieces or cylinders by any non- Scott certified personnel.
- f. The only station level service permitted will be the replacement of batteries. The only batteries that Scott Health and Safety authorizes are Eveready Industrial and Duracell Procell. The individual station is required to maintain a supply of each type of battery used in their pack.
- g. All packs and cylinders that will be used in an IDLH atmosphere must be tested and maintained in proper working order. This is to include packs designated by the station as “training packs”.
- h. No packs or cylinders shall be used to supply air to our personnel at any time if they have any known deficiencies. Once a deficiency is discovered, the pack or cylinder shall be placed out of service and sent to the Air Shop for repair.
- i. Packs and cylinders that are out of service may be used for training if the regulator is not attached to the face piece.
- j. The Air Shop will determine when and if SCBA equipment may go back in service or is un-repairable. A cost estimate for un-repairable SCBA apparatus that is beyond the scope of the Air Shop will given to the owner of the equipment.

### **2. Repair Requests**

- a. To make a repair request, fill out the yellow repair tag, which was supplied by the Air Shop, and have the pack or cylinder sent to the Air Shop for repairs. An area in the Rouss Fire station will be established as the drop off location.
- b. Do not send air cylinders with the packs that are in need of repair.
- c. To keep contaminants out of the air shop, all packs and cylinders must be cleaned prior to being sent in for repairs.
- d. If SCBA apparatus was exposed on a hazardous materials incident, the exposed chemical and decontamination procedure information shall be forwarded with the equipment needing repair.
- e. For facepiece deficiencies, contact the Air Shop as soon as possible to see if the repair can be made immediately. If it cannot be repaired immediately, contact Battalion 6 for a loaner of the same size.
- f. Spare face pieces of all sizes will be carried on Battalions 6’s vehicle. The loaner must be cleaned and returned immediately to Battalion 6 upon the return of your personal face piece.

## **FIT TESTING**

OSHA requires that all firefighters that wear respirators and are subject to be in an IDLH atmosphere be fit tested on an annual basis.

1. All face piece fit testing will be performed by the Air Shop.
2. The Air Shop will follow a schedule which will provide trained personnel to go to each station on an annual basis. This schedule will be coordinated with the Department training schedule, station Chiefs and other station events to ensure multiple numbers of personnel will be present for testing.
3. Personnel that are not able to attend the scheduled fit testing dates can schedule a time to go to the Air Shop to have this completed.
4. When personnel are fit tested to a certain size and style of mask, that is the only size and style of mask that you are permitted to wear. Make sure you have a proper mask when riding on a vehicle.
5. OSHA also requires that you do not have any facial hair in the area of the face piece seal when using a mask. Individuals with facial hair will not be tested by the Air Shop.

## **CONTACT INFORMATION**

The Air Shop is located in the Rouss Fire Company. For immediate assistance, call the Air Shop at 662-5529. Check the work schedule prior to calling to determine if a technician is available. All other communications should be made by sending an email to [airshop@roussfirecompany.com](mailto:airshop@roussfirecompany.com).