



**ACT Rural Fire Service  
Standard Operating Procedure 1.4  
Equipment issue**

**1.4**  
Administrative  
Management

**Purpose**

To ensure efficient and accountable issue of equipment to the Rural Fire Service (Service) Brigades.

**Operating Procedure.**

The Service fully funds the Personnel Protective Equipment (PPE) and other equipment issued to brigades and their members, to enable them to safely fulfil the mission of the RFS.

Equipment will be issued efficiently and in a timely manner to meet the needs of brigades and their members. The Service is held accountable for all equipment purchased and issued.

Stores of equipment are held at the Emergency Services Agency (ESA) resource centre.

1. Brigade requests for equipment, uniform or PPE should be emailed to the Service on the approved request form/s. (Available from RFS HQ)
2. The request must have the approval of the Brigade Captain/Equipment Officer or a Brigade Deputy in the Captains absence, before they are sent to the Service.
3. All equipment, Uniform and PPE requests must be approved by the Service before any items are issued.
4. Brigade requests for equipment, PPE and Uniform may be approved by the Operations section.
5. Brigade requests for PPE/Uniform may be approved by the Membership section.
6. Requests for PPE and Uniform will only be approved with a verified RFS ID number and in accordance with Service policies.
7. Equipment and PPE may be collected from the ESA resource centre.
8. Stocked items should be made available for issue at any time after the ESA resource centre receives the request. Special order items may take several days or longer to arrive. Phone to confirm order has been received and equipment is available. For an initial order of clothing, the requesting member should test for the correct fitting before leaving the resource centre.



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9. A member of the Service who resigns or whose membership/employment is otherwise terminated must, within seven days of the termination of their membership/employment, return all items of PPE, identity or authority cards and other equipment that has been issued or assigned to them by the Service.

**ESA Resource Centre**

Location: 17 Amberley Ave, Fairbairn.

Telephone: 6207 8690

Opening Hours: 9:00am – 4:00pm Monday to Friday

After Hours: The ESA resource centre will be open for 2 hours on a weeknight once a month. These dates and times will be advised to the brigade equipment officer.

**Maintained By:** Manager, Operations

**Approved By:** Andrew Stark

**Position:** Chief Officer RFS

**Signature:**

A handwritten signature in black ink, appearing to be 'Andrew Stark', written over a light green rectangular background.

**Date:** 15/02/2011

**Cross Reference SOP/s:** SOP 1.5 Proper use of RFS property and resources  
SOP 1.7 Issue of personnel protective equipment

**Amendments:**