



**ACT Rural Fire Service  
Standard Operating Procedure 4.25  
Pre-season Operational  
Readiness Audits**

**3.17**  
Operational  
Management

**Purpose**

This Standard Operation Procedure (SOP) provides a framework that outlines procedures relating to the pre-season checks of RFS Fire Towers, Vehicles and Equipment.

**Scope**

The SOP is to ensure that appropriate advice is provided to the RFS Chief Officer to confirm that all vehicles and equipment are checked and/or serviced ready for each bush fire season.

It is noted that all vehicles and equipment is maintained by to high standard at all times by Brigades with the support of ESA Workshop.

**Operating Procedure**

**1. Vehicle Servicing**

The RFS Manager, Operations develops, in consultation with ESA workshop, a schedule that ensures that all RFS appliances including trailers are serviced prior to 1<sup>st</sup> October each year.

This servicing includes all pumps and other mechanical equipment on appliances such as chainsaws.

The Manager, Operations will advise if this schedule is delayed at anytime.

The Manager, Operations will advise when the fleet servicing is completed. This report will note any issues that have been identified during the servicing and maintenance program.

**2. Equipment Checklists**

The Manager, Operations will contact each Brigade in September for the return of completed equipment checklists.

The Manager, Operations will advise when the equipment checklists are completed. This report will note any issues or replacements that have been identified by the equipment checklists.

**3. RAFT Equipment**

The Manager, Operations will contact each RAFT co-ordinator in September for the return of completed RAFT equipment checklists.

The Manager, Operations will advise when the RAFT equipment checklists are completed. This report will note any issues or replacements that have been identified by the RAFT equipment checklists.



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**4. Fire Towers**

The Manager, Operations will co-ordinate in September for an inspection of the Fire Towers.

The Manager, Operations will advise when the Fire Tower checklists are completed. This report will note any issues that have been identified by the Fire Tower checklists.

**Supporting Documentation**

Form Title	Location (document path)
Pre-season Vehicle Equipment Checklist	<a href="G:\ACTRFS\Operations\ASSETS\VEHICLES">G:\ACTRFS\Operations\ASSETS\VEHICLES</a>
Pre-season RAFT Equipment Checklist	<a href="G:\ACTRFS\Operations\RAFT\EQUIPMENT">G:\ACTRFS\Operations\RAFT\EQUIPMENT</a>
Pre-season Fire Tower Inspection Checklist	<a href="G:\ACTRFS\Operations\FIRE TOWERS">G:\ACTRFS\Operations\FIRE TOWERS</a>

**Maintained By:** Manager, Operations

**Approved By:** Andrew Stark

**Position:** Chief Officer



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