

1004.04

Company Fire Inspection Program Standard Operating Procedure



This procedure is for internal use only and does not enlarge an employee's civil liability in any way. The procedure should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this procedure, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

Related Policies: CM 2005-053, CM 2009-084, CBA CBU 11

Applicable HI Statutes:

I. PURPOSE

The Station Procedures SOP is intended to identify, outline and direct fire inspection operations at each Station. This policy does not cover all eventualities and is not intended to limit the authority of the Company Officer from deviating from specific criteria if required to do so. This policy shall be utilized as a guide to develop the company fire inspection program.

II. APPLICABILITY

This Policy is applicable to all Career Stations.

III. PROCEDURES

The Company Officer, on shift, shall be responsible for the application of this Policy.

1. Company Fire Inspection Program: The Company Inspection Program shall consist of:
 - a. Target hazard analysis establishment and updates
 - b. Pre-planning Inspections.
 - c. Dwelling Inspections.
 - d. Commercial Inspections.
 - e. Educational Facilities Inspections.
 - f. Non-ambulatory care facilities Inspections.

2. Inspection Scheduling: Inspections shall be arranged so that the following are met:
 - a. On-time inspections.
 - b. Considerations shall be made to avoid outdoor inspections during inclement weather.
 - b. Inspections shall be made by crews of no less than two.

3. Inspection Criteria:
 - a. All personnel shall familiarize themselves with the physical location, features, and special circumstances of fire protection equipment.
 - b. Special emphasis shall be placed on target hazards and high value, and culturally sensitive occupancies.
 - c. Inspection forms, pre-fire plans, and response guides will be filled out and updated at least annually or as conditions warrant.
 - d. All documentation of the above-mentioned reports will be available in an electronic format and saved in a Departmental electronic files management system.