



Roosevelt Fire District **Policies and Procedures**

Section:
Policies and Procedures

Policy:
Inspection of Equipment and Apparatus at
Locations Requiring Travel

Purpose: To ensure that equipment and apparatus are adequately constructed and commissioned prior to acceptance by the Roosevelt Fire District.

Scope: This policy provides guidelines on the approval and performance of designated individuals that travel to inspect equipment or apparatus.

Guidelines:

1. The Board of Fire Commissioners may authorize travel to an inspection location as a cost covered by the Fire District when it is advantageous to the Fire District to ensure apparatus or equipment is appropriately constructed and/or commissioned.
2. The authorization should be based on travel to the best location or locations to ensure compliance with contract documents, operational testing, specifications, technology review, and education for factory-trained personnel with appropriate testing facilities.
3. The authorization should cover an adequate number of Fire District Officials and the members and officers of the Fire District's Fire Department that were directly involved in the procurement and/or technical specification development or have specific expertise that is beneficial to the Fire District.
4. The authorized travelers should be covered for transportation, lodging, and meals from Hyde Park, NY to and from the inspection location for the designated dates of travel. All authorized travelers shall comply with the District Travel Policy.
5. The authorization should approve an adequate number of full-time days and consideration of travel time for the timeframe of coverage.
6. The authorized travelers shall complete the following tasks within their ability at the inspection location:
 - a. Complete an inspection of all components within the contractual documents.
 - b. Complete functional testing, or ensure testing has occurred, in accordance with contractual requirements, adopted standards, and as determined by the inspection team.
 - c. Complete any inspection documentation required by the adopted standards.
 - d. Prepare a punch list of items not meeting the contractual documents.
 - e. Upon completion of the inspection, report to the Board of Commissioners the findings of the inspection and recommendation for payment.
7. Any changes to the contractual requirements, such as change orders or alternative acceptance of conditions shall be documented and approved by the Board of Commissioners.

Board Approval: 8/12/2021

Last Revision:8/12/2021