

	<p>OFFICE OF STATE FIRE MARSHAL</p> <p><i>REGIONAL HAZARDOUS MATERIAL EMERGENCY RESPONSE TEAMS</i></p> <p>STANDARD OPERATING GUIDELINES</p>	<p>Number: T-013</p> <p>Adoption Date: October 27, 1993</p> <p>Review/Revision Date: April 12, 2006</p>
<p>OSFM Approved: <u>Signature on file at OSFM</u> Date _____ Nancy J. Orr, State Fire Marshal</p>		<p><u>Signature on file at OSFM</u> Date _____ Susan J. Otjen, Operations Manager</p>
<p>SUBJECT: Contractor Inspections</p> <p>OBJECTIVE: To Allow Verification that Training Standards, Record Keeping, and Contractual Provisions are being Adhered to.</p>		

I. SCOPE

This guideline provides for the review of Contractor records, equipment, and activities to ascertain compliance with the Agreement for Regional Hazardous Materials Emergency Response Team Services between the Contractor and the State of Oregon, Office of State Fire Marshal.

II. GENERAL

Contractor inspections shall be made by a minimum of two personnel. The team representative of the Teams Advisory Group (TAG), or their designee and a representative of the Oregon Office of State Fire Marshal shall conduct the inspection. Inspections should be conducted at least once every two years.

III. INSPECTION

The inspections shall be conducted after a minimum of two weeks notice to the team being reviewed. The team shall make all records, equipment, etc., available for review by the inspection team. Should the inspection team wish any specific and/or unusual documentation to review, they should notify the team in advance to insure the ready availability of the material.

Specific items for review may include, but are not limited to:

A. Records:

1. Exposure Records
2. Equipment Maintenance
3. Incident Alarm Records
4. Medical Surveillance
5. Protective Clothing Testing
6. Team Roster
7. Training Records
8. Vehicle Maintenance
9. SCBA maintenance records

B. Physical Review:

1. Communication Equipment
2. Equipment
3. Protective Clothing
4. Vehicle(s)
5. Team Performance Evaluations