

TITLE OPERATIONS MANUAL	STANDARD INSTRUCTION 06		DEPARTMENT FIRE
SUBJECT STATION MANAGEMENT: MATERIAL SURVEY PROCEDURE	SECTION 20	PAGE 1 of 2	EFFECTIVE DATE 07/01/01

XX. SURVEY PROCEDURE

- A. The survey will be composed of the following phases using Form FDS-9.

REQUEST FOR SURVEY - Any custodian of material in the San Diego Fire and Life Safety Services, who is aware of a material condition that requires a survey, may initiate a request to the Department Storekeeper. Included in the request for survey must be a statement by the originator in spaces provided on Form FDS-9 relative to:

1. Location of material and name of person to be contacted.
2. Description (including nomenclature), and condition of material.
3. Probable cause of loss, damage, deterioration or obsolescence of material.
4. Responsibility for cause or condition or a statement that responsibility cannot be determined.
5. Recommended disposition of material and action to be taken in regard to cause and responsibility.

- B. The purpose of the initial request for survey is to provide all data available to assist the Fire Chief to determine the type of survey, if any, to be assigned.

1. **ACTION BY THE FIRE CHIEF** - Determines type of survey to be conducted (primary or secondary), and appoints the members to accomplish the survey, along with copy of the initial survey request.
2. **PREPARATION OF SURVEY REPORT BY SURVEYING OFFICERS** - Survey members, appointed by the Fire Chief will make a thorough investigation of the material or circumstances under which material is missing, to determine the condition at the time of survey and the cause and responsibility for that condition. If the responsibility cannot be determined or is not applicable--this fact must be indicated. Recommendations in the spaces provided will include such statements as to "disposition," "replacement" or "continuance in service." "Repair" will be recommended when economically practical. Completed report will be returned to the office of the Fire Chief for final review.
3. **REVIEW BY THE DIRECTOR OF MATERIEL AND FIRE CHIEF** -Completed report is reviewed by the Director of Materiel and the Fire Chief and approval or disapproval on recommendations submitted by survey members will be indicated in spaces provided on the Survey Request Form FDS-9.

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4. EXPENDITURE OF MATERIAL - Upon receipt of the survey report form indicating action to be taken, the Director of Materiel will fill in spaces provided on Form FDS-9.

In addition to Form FDS-9, the following forms are required for missing or surveyed material:

Equipment to be Surveyed - Fill in spaces provided on Form PDP (6/74), "Disposal of City Property." This form is to be filled out by the person actually disposing of the material.

Equipment lost or stolen - Fill in spaces provided on Form AC-101 (2/72), "Missing City Property."

After completion of above forms, submit to Fire Headquarters; Attention: Inventory Clerk. The Inventory Clerk is responsible for processing the necessary forms to remove the material from the inventory.

C. DEFINITION:

A survey is the procedure required when City property in the custody of San Diego Fire and Life Safety Services must be:

1. Condemned as a result of damage, obsolescence, or deterioration.
2. Appraised as to usefulness.
3. Acknowledged as non-existent as a result of loss or theft so that records may be cleared.