



Virginia Task Force 2 Urban Search and Rescue

Administrative Manual

2.05 Equipment Repair

March 2019

Equipment Repair

ISSUE STATEMENT

- To establish a procedure for identification of items to be repaired
- To establish a procedure to receive repaired item and return to the inventory

REQUIRED ACTIONS

This process will outline the steps to be followed by the VA-TF2 Logistics Staff and Members, when repairing items for the task force. The process outlines all steps beginning with the identification of item(s) to be repaired to the receipt and re-inventory of the item(s).

Step 1

Remove item from cache for repair.

Step 2

Complete a red out of service tag with the following information.

- Item name
- Inventory number
- Cache 1 or 2 and box number
- Description of problem with item

Step 3

Secure a red repair tag on the item to be repaired

Step 4

Place item in shipping area for repairs

Step 5

Notify the manager of cache and VA-TF2 Office Logistics Coordinator

Step 6

Place item out of service in cache 1 or 2 TAVALS program

Step 7

Follow the VA-TF2 purchasing guidelines to repair all items.



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Step 8

Repair items will be placed in the receiving area for each cache.

Step 9

Once the item is received the packing slip and invoice shall be forwarded to the accounts payable person

Step 10

Notify the manager of cache and VA-TF2 Office Logistics Coordinator

Step 11

The Cache manager shall ensure that the following for each repaired cache item

- Item shall be inventoried and bar code applied.
- The item is researched by hazmat coordinator for any special shipping requirements (hazmat)
- Maintenance schedule if needed shall be recorded by maintenance coordinator for each cache.
- Item shall be packaged
- Place item back in-service in TAVALLSS program for cache 1 or cache 2