

Processing Semi-Annual PPE Inspections

Step	Action	Who
1.	<p>Determine when semi-annual inspection is required. Work with FC to get inspection on agenda.</p> <p>Consider requesting assistance from OTO if large group of operators is anticipated or if flotilla staff is unfamiliar with procedures.</p>	FSO-OP
2.	<p>Schedule inspection. Recommended you provide at least thirty days' notice to membership.</p> <p><i>Note: The semi-annual inspection includes washing the AEC and Type III. Most Flotillas cannot complete this task at their meeting sites. Strongly recommended that member wash equipment prior to bringing it to inspection.</i></p>	FC
3.	<p>Review Inspection Job Aids at: http://diraux.d11nuscgaux.info/forms.htm</p>	FSO-OP or Member coordinating inspection
4. Day of Inspection	<p>Gather all present members, hand off bags to one another.</p> <p>Follow procedures on the inspection job aids.</p> <p>Note any discrepancies.</p>	FSO-OP
5.	<p>Complete required log entries for all gear inspected:</p> <ul style="list-style-type: none"> -circle "s". -Write Flotilla # in "Facility" block. -Make entry in remarks indicated inspection was completed, SAT or UNSAT. 	FSO-OP
6.	<p>Coordinate with members/FC/OTO to schedule inspections for stragglers</p>	FSO-OP
7. On Last Day of Inspection Cycle	<p>Update logs for those members who missed the inspection cycle:</p> <ul style="list-style-type: none"> -circle "mx". -Write Flotilla # in "Facility" block. -Enter remarks, "missed semi-annual inspection. OOS" (Out of Service) -Notify OTO via email of members OOS 	FSO-OP

	-Notify members they are OOS.	
8. Bringing OOS members back on-line	<p>Schedule inspection date.</p> <p>Conduct the build-up inspection from the applicable Maintenance Procedure Cards located at: http://diraux.d11nuscgaux.info/forms.htm</p>	<p>FSO-OP</p> <p>OTO</p> <p>Designee</p>
9.	<p>Update flotilla PPE logs:</p> <ul style="list-style-type: none"> -Circle "mx". -Fill out remaining blocks. -Enter remarks, "build-up complete, placed into service" <p><i>You are authorized to shorten the inspection interval if necessary to put member on the same cycle as the rest of your flotilla.</i></p> <p>Contact OTO via email and inform him that member is back in service.</p>	FSO-OP