

Safety Notice

Updated MCFRS Gear Inspection Process (4/1/2023)

Summary:

The initial roll-out of the Quarterly Gear Inspection Jotform was a 'supervisor-led' format in which the supervisor would have to enter all of the data in one large form submission. This seemed like a good idea at first, but in practice it did not work well, especially for larger shifts. For that reason, we are switching to a 'supervisor-directed' format, in which the supervisor will direct their firefighters to complete their gear inspections on their shift at the beginning of each quarter. At this point, *each* firefighter will enter their *own* data on a cell phone (or other device) while they are in front of their gear. Upon each firefighter submitting the form, the supervisor will receive an email to accept the submission and make comments (if needed). This will allow the supervisor to acknowledge that they were a part of the process and review the data.

Other Notes:

- Serial numbers and manufacture dates will not be entered every quarter. They will only be entered the first quarter of each year and any given quarter that the employee has received ANY new PPE. You will see the prompts appear or disappear based on those criteria. Also, if the serial numbers don't match - the prompts will appear.
- LT and above will not have a supervisor receive their submission.
- PSTA gear will not have a supervisor receive the submission (PSTA gear can be selected in the Rank prompt).
- There will be no more uploading of pictures of gear cleaning tags. There will be a prompt asking if the gear has been cleaned within the last 6 months. It is each individual's responsibility to keep track of their cleaning dates and tags. An easy practice to help with this is to send out one set of gear after every gear inspection and rotate every quarter which set goes out.
- Tracking of quarterly gear inspections can still be completed with [THIS](#) link.

Officers:

- Regarding the comments section while accepting gear inspections: *no comments are required* but you have the option if there is any information you would like recorded.
- After accepting a submission, you will see a prompt to create (or sign-in to) a Jotform account in order view previous approvals. THIS IS NOT NECESSARY. It is a nuance of Jotform that is unable to be removed. **Note: *If* you do create an account *and* it is logged in with the browser you are using, when you click the accept button from your email, you will lose the opportunity to make comments.