



MEMPHIS FIRE DEPARTMENT
65 South Front - Memphis Tennessee 38103



TRAINING BULLETIN

Serial #: 112 -08

Date: July 16, 2008

To: All Personnel

**From: Michael P. Putt, Deputy Chief
of Special Operations**

Subject: Apparatus Qualification Procedures

Effective July 21, 2008, Training will begin a new procedure for conducting apparatus qualifications that is designed to maintain a consistent, fair, and timely process. The new procedure includes a tracking system, revised apparatus task books (revised March 08), and revised, carbonized qualification forms (F-2000.412 rev 6/08).

All employees requesting an apparatus qualification must submit a completed (revised March 08) task book to the Division Chief of Training via inter-departmental mail, Route 35. The task book must be signed by the employee's company officer and battalion chief.

The packet will be reviewed for accuracy and assign the packet a tracking number by the Division Chief of Training. Packets with discrepancies will be returned to the employee's division chief with a detailed explanation of discrepancies. Correct packets will be assigned to a qualifying officer who will schedule an appointment with the employee to perform the qualification exams. Upon the employee's successful completion of the qualification process, the qualifying officer and company officer will sign the qualification form. The employee will retain the pink copy and the company officer will retain the gold copy for the battalion chief.

The qualification process for unique equipment such as Air-Crash, Bronto-Lift, Light Water I, and Tele-Squirt may occur in the field by the qualifying officer. If this is necessary, Fire Training staff will supply the battalion chiefs responsible for this equipment with qualification forms. Qualifying officers must complete a qualification form for each person qualified on the above-mentioned pieces of equipment and submit the white copy and yellow copy of the form with the packet to the Division Chief of Training, Route #35 via inter-departmental mail. The employee will retain the pink copy and the battalion chief will retain the gold copy of the form. Training will return all packets with discrepancies to the appropriate division chief with a detailed explanation, and the qualification in question will be held in abeyance until the division chief of Training receives the corrected packet.

If you have any questions, please contact Battalion Chief Jim Harvill (Ext. 6730) or Division Chief Mark Boyd (Ext. 6780).