

## What I Need to Know

- Personal Protective Equipment (PPE) is issued free of charge to firefighters and designated support members. It consists of:
  - coveralls (one and two piece)
  - helmets
  - gloves
  - goggles
  - respirators
  - boots.
- The coveralls and boots will be replaced on an “as required” basis. Where coveralls or boots become unserviceable and a replacement is sought, members may be required to provide justification for that replacement with the brigade requisition form.

## How I do it

### Ordering PPE

- Access information on available items in the Equipment Catalogue and Equipment List, referring to the available items, sizes and stock item numbers. The catalogue and price list are sent to the brigade secretaries each year. The latest version of each document is available on the Volunteer Portal.
- Complete the brigade requisition form (guide supplied on inside cover of requisition book) clearly filling out the required fields with details from the Equipment List. Coverall and boot requisitions **must** detail the registered volunteer’s name and ID number to ensure supply.
- Sign the form (the Brigade Secretary).
- Send the completed order form to the Rural Operations Area Office for approval and processing.

### Return of Equipment

- Where items have been incorrectly ordered or supplied, or arrive in a damaged condition, the brigade may choose to return it.
  - Contact the Area Office as soon as possible. If damage is noticed on delivery, sign the delivery docket, noting that the goods were damaged. (Goods will be accepted for return only where they were incorrectly supplied, faulty or damaged.)
  - Return goods within 3 months for replacement or credit. You **must** attach a copy of the original brigade requisition.

## Reference Materials

- Brigade Requisition Form (FR0014)
- Equipment Catalogue
- Equipment List