

OVERVIEW

An accurate and complete Unit Check-Off is required to be completed at the beginning of each shift. Both crew members shall participate in the Unit Check-Off in order to be aware of the location, operation and availability of all required equipment and supplies. A Unit Check-Off shall be completed for each physical unit occupied during shift, including temporary “swaps”. The Check-off shall be completed electronically via the current digital platform in use.

SECTION A:

A Unit Check Off shall accurately reflect all equipment and supplies on the unit as well as clearly documenting any deficiencies of equipment and/or supplies. In addition to the equipment and supplies inventory (or recording of seal numbers on secured bins), the check off shall include any mechanical issues, visible damage, tire conditions and any other pertinent information pertaining to the structural integrity, safety or functionality of the unit.

Each unit Check-off shall be accompanied by a clear photo of all 4 sides of the unit. This shall be taken in a straight-on format rather than at an angle. The Check off shall also include a picture of each crew member, in a standing position, depicting a full-body frontal picture that can be used to verify compliance with our uniform policy including radio with shoulder mic, appropriate state and company sleeve patches, and name badge. See *S.O.P. 1.1.1 Associate Appearance*. Both the Unit photos and the Crew photos shall be taken at the time of Check off. Stock photos will not be accepted.

SECTION B:

Monthly requirement: Each month, on the first day of the month. The Unit Check off shall entail removing all bin and compartment seals and performing a thorough Check off which includes checking the expiration date on all supplies, medications and any other perishable items. All expired items should be noted on the check off, removed from the unit and replaced with in-date items.

Each crew is responsible for the timely completion and successful uploading of the Check-off and all accompanying photos.

The OIC and/or the DM shall audit each Unit Check Off, validate the accuracy and assist in remedying any deficiencies.