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 **Fire** and Rescue Service

 Operational Guidance

 EM - xx/xx

 Equipment Manual

Click Here to add Equipment Title

Equipment Manual

**Fire** and Rescue Service

Operational Guidance

[Click here] to add the equipment title as set out in the Operational Assets Inventory

**[Click here] to add make and model**

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Equipment Manual

**Fire** & Rescue Service

Operational Guidance

Enter Document Title

[Click here] to add the equipment title as set out in the Operational Assets Inventory

# **General Description**

[Click here] to add the general description. (What is it? No more than two sentences).

# **Primary Function**

[Click here] to add the primary function of the equipment. (What is its function? What is it used for? One paragraph).

# **Hazards**

|  |  |
| --- | --- |
|  | [Click here] to add the hazards associated with the use of this equipment  |

# **Construction**

## Main Parts

The [Click here and add the name of the piece of equipment] consists of [Click here] and add the number in letters (These are the detachable / supplementary parts of the item) main parts:

* [Click here] to add 1st part to the list
* [Click here] to add the 2nd part (Other parts can be added by pressing return)

## [Click here] to add the Part Name, as a Paragraph heading (If it is appropriate for operation detail the function of the various parts)

[Click here] to add the information related for the above.

|  |
| --- |
| **Figure [Click here] to add the figure No. - [Click here] to add the Figure Title** |
| *Insert Picture / Diagram here* |
| *Component parts* |
| a | [Click here] to add compent "a." |
| b | [Click here] to add compent "b." |
| c | [Click here] to add compent "c." |

# **Operation**

[Click here] to add general operation text (The operation section should contain the tasks, in a defined sequence of tasks, to operate the piece of equipment correctly).

## [Click here] to add an operation task heading

[Click here] to add text for the above.

## [Click here] to add an operation task heading

[Click here] to add text for the above.

# **Advantages/Disadvantages/Limitations**

## Advantages

[Click here] to add text for the above.(Identify any advantages the equipment may have. This may include alternative uses). Type "None" if there are no advantages.

## Disadvantages/Limitations

[Click here] to add text for the above.(Identify any disadvantages or limitations the equipment may have). Type "None" if there are no identified disadvantages or limitations.

# **Tests**

Test the [Click here] to add the name of the peice of equipment in accordance with Standard Test Procedure (STP) [Click here] to add the no. of the STP [Click here] to add a hyperlink to the relevant STP.

# **Technical Information**

Table [Click here to add the table no.] shows the technical information relevant to this piece of equipment.

|  |
| --- |
| **Table [Click here] to add the table No. – Technical Specification** |
| [Click here] to add text for weight, dimensions etc. | [Click here] to add text for the above (The table should include relevant technical information)  |
|  |  |
|  |  |
|  |  |

# **Further Reading**

|  |  |
| --- | --- |
|  | Further information regarding this equipment and the principles of operation can be found in the following documents:* Equipment Risk Assessment
* [Click here] to add details on where to obtain further information. Type "None" if there is no further reading.
* [Click here] to add details on where to obtain further information.
 |

|  |
| --- |
| **Document Audit Information** |
| Senior Officer Accountable | [Click here] to enter the name of the Senior Officer accountableAdd the Senior Officer's Role/Title |
| Authorised by | [Click here] to add who will authorise this documentEnter the persons post/title |
| Direct enquiries to | Enter the person that enquiries will be directed toEnter the persons post/title |
| Date Implemented | Enter the date the document was published |
| Review by | Enter the date the document must be reviewed by |
| Amendments required to | Enter amendments required |

|  |
| --- |
| **Document Status** This is a controlled document. Whilst this document may be printed, the electronic version posted on the intranet is the controlled copy. Any printed copies of this document are not controlled. As a controlled document, this document should not be saved onto local or network drives but should always be accessed from the intranet. |

**Administration Section and Author Support**

*This section of the document will not be published and is intended to provide support to the author and assist in the administration and workflow of the document. For assistance in writing this document please contact the FRS Operational Guidance Department.*

**Document Control**

*This section is used to monitor and track the changes to the document*

|  |
| --- |
| Document Control & Workflow |
| Document Title |  |
| Version | Date | Author | Document Status | Changes |
| V0.1 |  |  | Initial Draft |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| Document Metadata Information |
| Document Type | Topic | Related Topic |
| *Equipment Manual* | *Operational Procedure Area* | *Document Management* |
|  |  | [Click here] to add Topic Metadata |
|  |  | [Click here] to add Topic Metadata |
|  |  | [Click here] to add Topic Metadata |

**Author Bibliography**

*This should contain a list of documents and information sources used as reference to formulate this document*

|  |
| --- |
| Bibliography |
| Document  | Notes | Link if appropriate |
| [Click here] to add an entry | [Click here] to add an entry |  |
|  |  |  |

**Author/Administrator’s Tagging Recommendations**

*This contains words or phrases, which personnel may use to search for information. This information will be embedded, but will not be visible in the final published document.*

[Click here] to add text for the above

**Authors/Administrator’s Recommendations for Documents to be Rescinded/ Amended**

*The author/administrator should populate this section with the details of any documents, which should be rescinded or amended on the publication of this document.*

|  |
| --- |
| Rescinded / Amended Recommendations |
| Doc Ref No. | Document Title | Reasons for recommendation to be considered at approval  |
| [Click here] to add a document referance number | [Click here] the name of the document | [Click here] to add the parent subject |
|  |  |  |

**Author Glossary**

*The Author Glossary should contain words, terms or abbreviations that the author recommends should be added to the Part 4 of the Operational Document Frame Work (Glossary of terms).*

|  |
| --- |
| Glossary Recommendations |
| Word, Term or Abbreviation | Definition | Related subject |
| [Click here] to add an entry | [Click here] to add an understandable definition | [Click here] to add the parent subject |
|  |  |  |

**Equipment Risk Assessment**

It is the responsibility of the author of an Equipment Manual to ensure that the risk assessment (RA1) for this piece of equipment has been satisfactorily completed/is up-to-date and available for use.

Document Authors must ensure that the following table is completed before his document is submitted to Document Officer.

|  |
| --- |
| Equipment Health and Safety Risk Assessment |
| RA1 *for* | [Click here] to add document title |
| Version | Date | Author | Document Status | Notes |
| V0.1 |  |  | Complete / amended |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Authors Support**

*This section will be deleted during the authorisation phase of the document workflow process.*

**Formatting Information**

This section contains information designed to help the author format documents.

**Symbols**

Throughout documents standard symbols should be used to highlight important facts to readers. These symbols and text boxes can be cut and pasted into the document from here by the author.

**Hazards or important information**

|  |  |
| --- | --- |
|  | Copy and Paste this table to use within the document and then [Click here] to add important safety and procedure actions advocated in this document for personnel and Incident Commanders (IC) to undertake during the course of an incident. |

**Consider**

|  |  |
| --- | --- |
|  | Copy and Paste this table to use within the document and then [Click here] to add addition information for consideration.This symbol highlights addition information for consideration. |

**Legal or legislative considerations**

|  |  |
| --- | --- |
|  | Copy and Paste this table to use within the document and then [Click here] to add legislation information that must be complied within the course of an incident. In most cases it will be the IC’s responsibility to ensure compliance. |

**Environmental Considerations**

|  |  |
| --- | --- |
|  | Copy and Paste this table to use within the document and then [Click here] to add key environmental protection actions and considerations to for personnel to carry out in the interests of reducing environmental risk. |

**Further Reading**

|  |  |
| --- | --- |
|  | Copy and paste this table to use within the document and then [Click here] to add details on where to obtain further information. |

**Risk Assessment Information for Further Reading**

|  |  |
| --- | --- |
|  | Personnel should be aware of the following FRS Generic Risk Assessments (GRAs) when using this type of equipment: |
| GRA No. | Title |
| [Click here] to add the FRS H & S GRA No. | [Click here] to add the FRS H & S GRA Title  |
| [Click here] to add the FRS H & S GRA No. | [Click here] to add the FRS H & S GRA Title  |

**Fonts**

*The Table below contains the fonts to be used when writing the document*

|  |
| --- |
| Operational Documentation Fonts |
| **Example** | **Style**  | **Application/ Use / Numbers** |
| FB5X - Part 1 | Arial 22 Black | Document series Title – Part No.Equipment Part 1 Generic Equipment Part 2 Specific Pieces of Equipment  |
| PART 3 - Title | Arial 16 Bold, Red,  | In document Parts – TitleNumbered Part 1, Part 2 |
| Section Title | Arial 14 Red | Section titleNumbered 1.0, 2.0, 3.0 |
| Paragraph Title | Arial 11 Bold, Black, numbered (1.1 etc) | Highlighted paragraph title Numbered by Section and then Paragraph 1.1, 1.2, 1,3 etc. until the next section |
| Main text | Arial 11 | The main sections of text used |

**Lists Formats**

*Any information that requires a list should be formatted according to the content. However introductory plain text does not normally have to be numbered or bulleted.*

**Bulleted list**

**Plain list** (Arial 11 red)

*(Spacing 3 pts above only)*

* (2 spaces)Text

**Sub-list** (Arial 11 black)

*(Spacing 3 pts above only)*

* (2 spaces)Text

**Defined sequence of tasks numbered *(Arial 11 black)***

*(Spacing 3 pts above only)*

1. (2 spaces) Text

2. (2 spaces) Text

3. (2 spaces) Text

**Component parts should be listed *(Arial 11 black)***

*(Spacing 3 pts above only)*

a. (2 spaces) Text

b. (2 spaces) Text

c. (2 spaces) Text

**Tables**

*An example of the tables to be used*

|  |
| --- |
| Table XX – Example Table (Arial 12) |
| Font | Arial 11 |  |
| Font Spacing in table | 1.0 |  |
| In Cell Spacing | 3 pt. above – 3 pt. below |  |

**Figures**

*An example of the boxes to be used when adding drawings, pictures or diagrams*

|  |
| --- |
| Figure XX - Example Figure Box (Arial 12) |
|  |

**Header and Footer Document Information**

**Headers** (Arial 11 italic black)

From page two onwards, top right corner to include Document Type abbreviation and sequential number i.e. E01 = Equipment document number 1)

**Footer** (Arial 11 italic black)

**Page Numbers**

From page 1 onwards, bottom right corner.

Page *(1 Space)* Number of page in numerals only

**Version Information**

From page 2 onwards, bottom left corner.

Version 1.0 (Month and year of publishing)

**Appendices**

**Headers** (Arial 11 italic black)

From first page onwards, top right corner to include Document Type abbreviation and sequential number (E01 = Equipment document number 1)

**Footer** (Arial 11 italic black)

First page onwards, bottom right corner. *(From page 1)*

Page (1 Space) number in numerals and the appendix reference in capital letters starting with “A”

**Appendix Version Information**

First page onwards, Bottom left corner.

Version 1.0 (Month and year of publishing)