



London Ambulance Service **NHS**
NHS Trust

Procedure for Vehicle Inventory and Checking of Service Vehicles

DOCUMENT PROFILE and CONTROL.

Purpose of the document: is to ensure that all London Ambulance Service NHS Trust (LAS) vehicles and related equipment are in a safe and ready state of working order in keeping with a professional ambulance service that provides pre-hospital care, treatment and appropriate ambulance transport for patients.

Sponsor Department: A& E Operation - Logistics

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27/09/08	1.1	Head of Operational Support	Bridging statement and implementation plan
01/06/04	1.0		

***Version Control Note:** All documents in development are indicated by minor versions i.e. 0.1; 0.2 etc. The first version of a document to be approved for release is given major version 1.0. Upon review the first version of a revised document is given the designation 1.1, the second 1.2 etc. until the revised version is approved, whereupon it becomes version 2.0. The system continues in numerical order each time a document is reviewed and approved.

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Links to Related documents or references providing additional information		
Ref. No.	Title	Version
	Procedure for Driving and Care of Service Vehicles	
	Road Traffic Act	
	Procedure for Readiness to Respond for Duty	
	Dress Code for Uniformed Staff	
	Procedure for Reporting Vehicle Availability, Defects & Arranging-Breakdown and Recovery.	
	A&E Operational Bulletin 27. 270602.	

Document Status: This is a controlled record as are the document(s) to which it relates. Whilst all or any part of it may be printed, the electronic version maintained in P&P-File remains the controlled master copy. Any printed copies are not controlled nor substantive.

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PROCEDURE FOR VEHICLE INVENTORY AND CHECKING OF SERVICE VEHICLES – POSITION STATEMENT (SEPTEMBER 2008)

1) Background

The Procedure for Vehicle Inventory and Checking of Service Vehicles (OP/026) relates to the checking of vehicles for roadworthiness and the presence of appropriate clinical equipment and consumables. The procedure also provides a comprehensive inventory of equipment/consumables carried on each vehicle.

2) The procedure remains applicable to all staff using operational vehicles. Check lists are included for staff to confirm compliance with the procedure.

3) Current Position

The procedure is currently subject to a major review. The Service has embarked on a 5 year vehicle procurement plan where specifications for A&E and PTS ambulances, Rapid Response Cars and motor bikes, and a number of other vehicles are subject to change. This will lead to nearly all vehicle sections of the procedure requiring amendment.

4) In addition to the vehicle changes, the Service is also carrying out a review of storage bags and their contents (medical consumables). This will result in changes being made to the vehicle inventory lists in the procedure.

5) The Service “Make Ready” scheme, where vehicles are cleaned and re-equipped every 24 hours, is also currently subject to review and re-tendering under EU rules. It is important that the scheme contractors are involved in the review process, as their staff complete audit forms to confirm vehicles have been checked and re-equipped.

6) To improve compliance and recording of daily vehicle roadworthiness checks, the legal responsibilities of the driver of the vehicle will in future be recorded in a different way. A separate vehicle roadworthiness check sheet book will be held as personal issue by each member of operational staff. This will have a carbonated sheet to allow the member of staff to retain a copy, with the top copy being stored with other daily records. This provides both the Service and the individual with a robust method of proving roadworthiness checks have been completed. A draft copy of the new check sheet is attached.

Chris Vale
Head of Operational Support
September 2008

Introduction

The purpose of this procedure is to ensure that all London Ambulance Service NHS Trust (LAS) vehicles and related equipment are in a safe and ready state of working order in keeping with a professional ambulance service that provides pre-hospital care, treatment and appropriate ambulance transport for patients.

Objectives

1. To provide a Vehicle Daily Inventory (VDI) and checklist for all Accident & Emergency (A&E), Patient Transport Services (PTS), Duty Station Officer (DOV) vehicles and utilised at the commencement of every shift.
2. To provide a comprehensive inventory of A&E and PTS Vehicle Equipment.
3. To facilitate and provide an audit trail of all lost / missing items of equipment.

Procedure

1.0 Responsibilities

- 1.1 It is the responsibility of each member of A&E and PTS staff to ensure that they carry with them Personal Protective Equipment clothing at all times. For A&E and 'Green Base' staff only this includes their stab vest and Emergency Crew Assistance (ECA) Mobile Phone.
- 1.2 In addition to the above, paramedics must have their paramedic kit.
- 1.3 Whilst the driver of the vehicle has a legal responsibility for ensuring that the vehicle is roadworthy, the crew have joint responsibility for ensuring that the check list is completed.
- 1.4 Any delay in availability of an A&E vehicle must be reported to both Central Ambulance Control (CAC) and appropriate Resource Centre (RC) at the earliest opportunity and initials exchanges. PTS staff will report delays to their respective site control / manager. This information must also be recorded by A&E staff in the Occurrence Book and noted on crew's LA1– see Appendix 1.
- 1.5 Should an ambulance crew be unable to complete either the VDI and equipment checks by the end of their shift due to the exigencies of the LAS, an entry must be recorded on the front of the LA1 / PTS 1.

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- 1.6 It is the responsibility of all crews to ensure that all equipment in use and carried on their vehicle has been authorised for use by the LAS or is part of an equipment evaluation, which has been authorised by the Accident and Emergency Vehicle and Equipment Working Group (VEWG)

2.0 Vehicle Daily Inspection – A&E, (including DOV) and PTS.

- 2.1 At the commencement of the shift, the crew will carry out a VDI and the findings must be entered on the LA1/ - see Appendix 2 (A&E) or Appendix 3 (PTS) – VDI / LA76 or Appendix 4 for DOV
- 2.2 Any defects or damage found in respect of the vehicle should be reported immediately. Where the defect infringes the Road Traffic Act, the vehicle should be exchanged or repaired following consultation with an appropriate officer / manager. (see Reporting Vehicle Availability, Defects & Arranging Breakdown & Recovery and the Driving & Care of Service Vehicles procedures)
- 2.3 If a defect is found, a Vehicle Defect Sheet (LA400) must be completed to ensure that members of workshop staff are informed, and other crews are aware of a vehicle defect. Section 7 of the Health & Safety at Work Act requires employees to report all foreseeable hazards that may effect themselves or others.

3.0 Vehicle Equipment Checks

- 3.1 At the commencement of the shift, ambulance staff should complete a vehicle equipment check appropriate to vehicle type and layout and record the findings on the LA1 / PTS VDI.
- 3.2 Where ambulance staff or LAS Officers are not using an ambulance, a checklist appropriate to the service vehicle type being used must be selected from the station supply of inventories.
- 3.3 It is the responsibility of Duty Station Officers to ensure that all service vehicle checklists are fully up to date and an adequate supply available to all staff on every station. Copies of all checklists will be kept up to date by the (VEWG) and will be accessible to Station Officers and PTS Managers on the LAS Common Server and Intranet ('the pulse').
- 3.4 Whilst carrying out the check, a simple function test must be carried out to appropriate items of equipment with electric / mechanical moving parts to ensure these are in good working order.

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3.5 Any defects should be recorded on the LA1 / PTS VDI and reported immediately to an appropriate officer / manager. Where practical, the defective equipment should be exchanged from station stocks or through the Equipment Exchange Scheme for certain specified items. Once withdrawn from service, defective equipment must be clearly labelled with the nature of the defect and returned to the Station Office, other secure area or red container for exchange under the Equipment Exchange Scheme.

3.6 Any deficiencies in supplies should be replaced from station stocks. Any deficiencies not replaced during the shift should be clearly identified on the LA1 / PTS VDI.

4.0 Vehicle Changes

4.1 Should an ambulance crew need to change their vehicle for repairs or servicing, the equipment should be checked with the use of the appropriate checklist. The crew will work together to complete this task as efficiently as possible. A function test of equipment must also be carried out, as it may not have been used for many days. It is essential that equipment is stored uniformly on all vehicles to assist at multi-vehicle and major incident scenes.

All checklists should be kept in the cab of the vehicle.

5.0 Labelling and Sealing Equipment

5.1 All non-disposable equipment will be labelled so as to identify it to the London Ambulance Service NHS Trust – A&E or PTS

5.2 Routine sealing of selected equipment and supplies assists with the speed of the checking process. A plastic tag is used to seal the item, ensuring that the on-coming crew is assured that the item is ready for use. Should the sealed item contain materials that have an expiry date, this must be clearly labelled to indicate this.

6.0 Equipment Left at Hospitals

6.1 Non-disposable equipment left at hospitals for the clinical benefit of the patient should be recorded on an LA1 and the station white board. This ensures that on-coming crews are fully aware and can attempt to retrieve the equipment. Once retrieved this should be noted on the LA1 and removed from the station white board.

7.0 Managers Lease Cars

- 7.1 It is the responsibility of individual managers with lease cars to ensure that they carry with them at all times, personal issue clothing and kit and any other equipment or supplies which may be deemed necessary in accordance with their individual skill level.

IMPLEMENTATION PLAN	
Intended Audience	All operational Staff
Dissemination	Available to all staff on the Pulse
Communications	Revised Procedure to be announced in the RIB and a link provided to the document
Training	
Monitoring	See position statement at front of this document

THE LEGAL RESPONSIBILITIES AS THE DRIVER OF THE VEHICLE:

LA1

<i>Lights</i>	Clean lens and in full working order
Brakes	<i>Static brake test (foot and hand). Mobile brake test – remember to brake early for the first hazard at slow speed.</i>
Tyres (A tyre pressure gauge is kept on station). Tyre size 185R14	<i>Depth – 2.0mm over the centre $\frac{3}{4}$ of the tread, and in generally good condition. Pressures – Front 60, Rear 45.</i>
Silencer:	<i>Doesn't leak and in good condition</i>
Windscreen wipers and washers	<i>Working with blades in good condition and washers working. Windscreen must be clean and clear.</i>
Horn	<i>In working order. Do not use between 23.30 and 07.00 in built up areas</i>
Seat belts	<i>In good condition and not frayed. Static lock test.</i>
Steering	<i>Check steering for excessive play</i>
Speedometer	<i>Working</i>
M.O.T. (All ambulances require an MOT after 1 year)	<i>In date, as per workshop sticker on windscreen. (Check with the Resource Centre if sticker is missing)</i>
Taxation and/or exemption disk	<i>Legible and clearly displayed.</i>

YOU ARE ALSO RESPONSIBLE FOR:

Oil	Between min and max mark
Water	<i>Cooling system and/or header tank filled to the appropriate mark</i>
Supplementary Lights	All other internal and external lights working
Battery	<i>Vehicle should be put back on charge on your return to station, where practicable</i>
Radio	<i>Fitted and working and on the correct channel. Check radio following a vehicle change</i>
Engine	<i>Check that the engine</i>
Petrol or Diesel	<i>Not less than $\frac{1}{2}$ of a tank at the commencement of the shift. Ensure that fuel used is appropriate to vehicle and that if unleaded fuel is required USE ONLY unleaded NOT super unleaded.</i>
$\frac{1}{4}$ $\frac{1}{2}$ $\frac{3}{4}$ F	
Vehicle Clean – inside and out	

EQUIPMENT LEFT AT HOSPITAL		
Hospital	Equipment	Recovered

All items should be assessed for function and contents
at the commencement of each shift

LA1

Personal Issue Clothing and Kit			
CAB		Defibrillator accessories	
Administration folder		Criticare 5070P monitor and access	
PRF folder and pen		Oxygen therapy flowmeters x 2	
Map book		Entonox complete unit	
Spare paperwork		Portable oxygen with mask	
Ignition key and fuel card		Spare cylinders/O ₂ & N ₂ O ₂ (full)	
Spare ignition key		Aspirator and 12 V lead and catheters	
Estate keys (set on a ring)		Nebuliser kit	
Torch (on charge)		PALS kit (sealed and dated)	
Handset batteries (on charge)		Easislide	
Safety helmets adjusted to size		Loxley splints x 3/vacuum splints	
Protective gloves, debris		Sager traction splint (complete)	
Disposable gloves – various sizes		Frac straps (set in bag)	
Primary Response Pack – including		Stiffneck collars (full set in bag)	
Glucagon kit (in PRP)		Orthopaedic scoop (straps in bag)	
Adult bag and masks (in PRP)		Rescue spinal board (straps in bag)	
Child bag and masks (in PRP)		RED/KED (in bag sealed)	
Reservoir bag		Head immobiliser – blocks and 2 straps	
SALOON		Dressings box (sealed)	
Hand portable radio/s		Burns box (sealed)	
Sharps box (spare capacity)		Infection box (sealed)	
Trolley bed and chair		Maternity packs x 2 (sealed)	
Defibrillator		Infection control system	
		Infection control spillage kit (3)	

Losses/Defects Reported to:	
If CAC – Initials:	

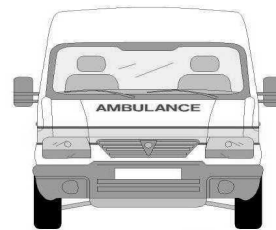
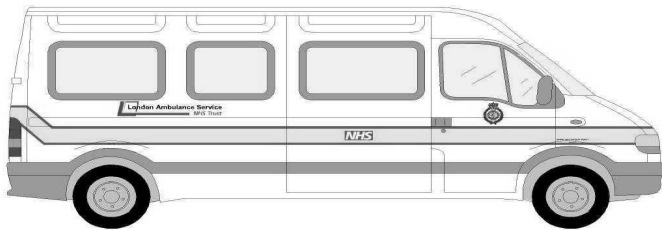
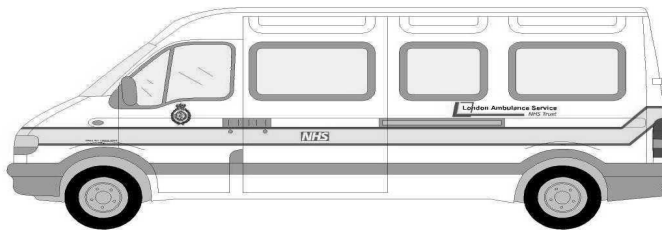


Vehicle Daily Check Sheet, PTS

LA 76

Indicate with a '□' for serviceable and a 'X' for defective/deficient, cross out day column when vehicle not used.

Week Comm: Reg:.....	M	T	W	Th	F	Sa	Su
Fleet No.....							
Mileage reading (week start):							
Drivers initials;							
Walk round –record damage/deficiencies on diagram (see below)							



	M	T	W	Th	F	Sa	Su
Check tyres – pressures (as indicated on wheel arch) & tread depth (min depth – 2.0mm & in generally good condition) – A tyre pressure gauge is kept on station.							
Check Road tax disc – valid & clearly displayed.							
Check MOT current – refer to w/shop sticker on w/screen, if missing check with Line Manager.							
<i>Release bonnet & check:</i>							
Engine oil level – (between min & max marks on dipstick).							
Engine coolant – (between min & max marks on header tank). Do not open tank cap if hot!							
	M	T	W	Th	F	Sa	Su
Windscreen washer reservoir – (keep full at all times).							
Brake fluid level – (between min & max marks on side of reservoir – Do not drive vehicle if below min mark, call w/shops). Do not top up!							
Lower bonnet & secure							
Carry out static test on brakes							
Start engine (may require heater plug sequence)							
Check operation of all instruments, gauges & warning lights.							
Check operation of all lights (assistance maybe required for brake lights) – lamp lens must be clean & not broken							
Check windscreen washers & wipers – correct working order and blades clearing screen							
Check road horn – In working order. Do not use between 23.30 and 07.00 in built up areas.							
Check seat security/condition & seat belts – in good condition and not frayed Also for correct operation.							
Check steering – for correct operation.							
Check exhaust – minimal smoke and noise allowed.							
Drive Vehicle – Check brakes static brake test (foot & hand). Mobile test – remember to brake early for the first hazard at slow speed.							
Check speedo for correct operation.							
Record Fuel tank gauge reading , - i.e, $\frac{3}{4}$, (at start of shift). Ensure that fuel used is of the correct grade and type. Ensure you have a fuel card.							
First-Aid Kit							
Fire Extinguisher(s) –I working order							
Map Book							
Carry chair							
Trolley Bed (where applicable)							
Wheel chair clamps & seat belts							
Disposable Gloves							
Blanket pack							
Wheel chair head restraints or Back Support							
Hand torch							
Slide board							
Check correct operation of wheelchair loading aids							
Oxygen Cylinder (if required)							
Infection Control manual & spill kits (3)							
Comments and initials							Actioned
1)							
2)							
3)							
4)							

CHECK LIST / Duty Station Officer Vehicle (DOV)

ALL ITEMS, SHOULD BE ASSESSED FOR FUNCTION AND CONTENTS.
AT THE COMMENCEMENT OF EVERY SHIFT

PERSONAL ISSUED KIT			MAJOR INCIDENT EQUIPMENT		
Administration Folder	1		Contingency Plans	1	
Earpiece for the Radio	1		Clipboards (in packs with tabards)	11	
Major Incident Plan up to date	1		Triage cards (boxed set)	10	
Map Books (various)	1		Paed Tape (Sims)	1	
High Visibility Coats / tabards	1		Radio Sets (UHF)	6	
Patient Treatment Protocols	1		Spare Batteries	6	
High Visibility Trousers	1		Base Station Radio (VHF)	1	
Pocket Mask and spare valve	1		Radio Sets (VHF)	2	
Safety Footwear (pair)	1		1 of each Silver/Black Peli Case	2	
Safety Helmets adjusted to size	2		OTHER EQUIPMENT		
Personal Issue green bag	1		Accident Reporting Paperwork	4	
Scissors (pair)	1		Ballistic Jackets	4	
Utility Belt	1		Video Camera + spare film	1	
Stethoscope	1		Sharps Box (Not full)	1	
SALOON			Polaroid Camera + spare film	1	
Primary Response Bag 1	1		35ml camera + spare film	1	
Microvent/ Airway Bag 2	1		Large tape measure / Wheel	1/1	
Defibrillator FR2 (in NEW PRP)	1		Chalk	1	
Aspirator (Vitalograph)	1		Crow Bar	1	
Blankets	2		Rechargeable torch	1	
Stiffneck Collars complete set	1		Manger Elk lifting Aid	1	
Drugs Pack	1		Dictaphone	1	
Maternity Pack (sealed)	2		Mobile Phone	1	
Response Spillage Kit	1		Estate Keys (Set on a ring)	1	
Entonox Set	1		Detachable Towbar (DOV only)	1	
Nonin Spo2 Probe	1				

FORD GALAXY DOV

O/A Length	4.64M	O/A Length	
O/A Width (excl mirrors)	1.81 M	O/A Width (excl mirrors)	
O/A Height	2.25 M	O/A Height	
Gross Vehicle Weight	2.300 Kg	Gross Vehicle Weight	
Seating Capacity	3Max (inc driver)	Seating Capacity	
Tyre Size	215/55 R 16	Tyre Size	
Tyre Pressures	44F 47R	Tyre Pressures	
Tow Weights	2000KG Braked	OR 700KG Unbraked	

VEHICLE FLEET NO	
VEHICLE REGISTRATION	
CALL SIGN	
DATE OF CHECK LIST	
TIME COMPLETED	
CHECK COMPLETED BY	

VEHICLE DAILY INSPECTION A&E

THE LEGAL RESPONSIBILITIES AS THE DRIVER OF THE VEHICLE

Lights	Clean lens and in full working order.
Brakes	Static brake test (foot & hand). Mobile brake test – Break early for the first hazard at slow speed.
Tyres (Pressure gauge is kept on station)	Depth – 2.0 mm over the centre ¼ of the tread, and in generally good condition. (Pressure shown above wheel arch).
Silencer	Doesn't leak and in good condition.
Windscreen wipes and washers	Working with blades in good condition and washers working.
Horn	In working order. Do not use between 23.30 and 0700 in a built up area.
Seat belts	In good condition and not frayed. Static lock test.
Steering	Check steering for excessive play.
Speedometer	Working.
M.O.T.	In date, as per workshop sticker on windscreen. (Check with your line manager or local

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(All Ambulance vehicles require an MOT after 1 yr.)	resource centre if the sticker is missing).
Taxation and / or Exemption disc	Legible and clearly displayed.

YOU ARE ALSO RESPONSIBLE FOR:

Petrol or Diesel	Not less than ½ of a tank at the commencement of the shift. Ensure that fuel used is appropriate to vehicle and that if unleaded fuel is required. USE ONLY unleaded NOT super unleaded.
Oil	Between minimum & maximum mark on the dipstick.
Brake Fluid Level	Convoy: Between 'MIN' & 'MAX' mark on the side of the reservoir chamber. Call fleet workshops if the level falls below the 'MIN' mark or if the red brake failure panel light illuminates other than when the hand brake is applied and ignition are in position 'II'. 400 Series: Brake fluid in both compartments must be kept level with the divider which separates them.
Paraffin (depending on vehicle)	Fill to safe limit. Do <u>not</u> overfill.
Water	Cooling system & or header tank filled to the appropriate mark.
Supplementary lights	All other internal and external lights working.
Battery	Vehicle should be put back on charge on your return to station, where practicable.
Radio	Fitted and working and on the correct channel. Check radio following a vehicle change.
Engine.	Check that the engine on your vehicle will start after oil and water checks are completed.

Appendix 5

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A

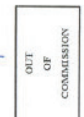
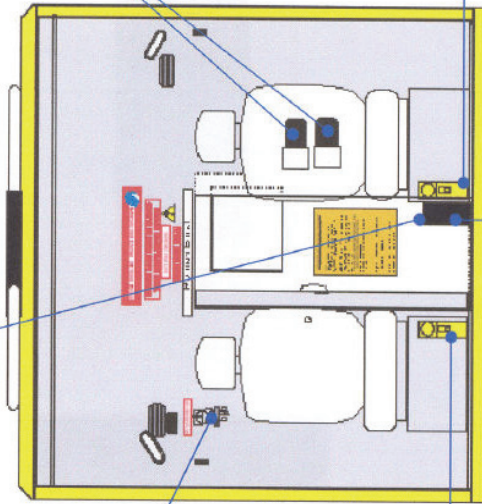
CAB LAYOUT			
1	Vehicle User Manual	1	Located in paperwork locker
2	LAS Map Book	1	Located in paperwork locker
3	LA108 - (Equipment left at scene,etc)	1	Located in paperwork locker
4	Accident Reporting Form Pack	1	Located in paperwork locker
5	LA 400 Vehicle Defect Sheet	1	Located in paperwork locker
6	'OUT OF COMMISSION' Sign	1	Located in paperwork locker
7	Estate keys	1 set	
8	Phillips Handportable Radio PRP 7320 twin battery charger unit	1	
9	Phillips Handportable Radio PRP 7320 and batteries - <i>Optional</i>	1	Located in paperwork locker
10	Survivor Hand Lamp - (Attendant)	1	
11	Survivor Hand Lamp - (Driver)	1	
12	Safety helmet with visor / Debris gloves / Bag - (Attendant)	1	
13	Safety helmet with visor / Debris gloves / Bag - (Driver)	1	
14	Ignition key & Agency Fuel Card	1	Not shown on diagram
15	Storno 5000 Radio & Microphone - (Main set)	1	Not shown on diagram
16	Mobile Data Terminal screen	1	Not shown on diagram
17	GPS / TV screen and controller	1	Not shown on diagram
18	Radio / cassette entertainment system	1	Not shown on diagram



CAB LAYOUT

A

14, 15, 16, 17, 18
- Not shown



1

2

3

4

5

6



SALOON LAYOUT – BULKHEAD VIEW

		1	Sealed Inside/Outside Cupboard
	Paramedic PALS Pack (Red)	1	-
	Epinephrine 1:10,000 (Pre-filled 10ml. syringe)	2	
	Epinephrine 1:1,000 (10ml ampoules)	5	
	Saline 0.9% (500 mls bag)	1	
	Saline Flush (10ml. ampoules)	2	
	Syringe (5 ml)	2	Disposable – single patient use
	Syringe (10 ml)	2	Disposable – single patient use
	Syringe (20 ml)	2	Disposable – single patient use
	Infusion Giving Sets	1	Disposable – single patient use
	Micro-pore tape (1" roll)	1	
	Trans-pore tape (1" roll)	1	
	Laryngoscope handle - (Complete with 2 x C 1.5v batteries)	1	
	Spare Batteries - (C 1.5v)	2	
	McIntosh blade for laryngoscope (Size 2)	1	
	Straight. blade for laryngoscope (Size 1)	1	
	Endotracheal Tubes – (Uncut / Uncuffed 3.0,3.5,4.0,4.5,5.0, 5.5,6.0,6.5 mm)	1 each	Disposable – single patient use
	Endotracheal Tubes – (Uncut / Cuffed 7.0,7.5 mm)	1 each	Disposable – single patient use
	Catheter Mount - (only for use on Uncut / Cuffed 7.0 & 7.5 mm)	1	Disposable – single patient use
	Cannulae (18g Green)	2	Disposable – single patient use
	Cannulae (20g Pink)	2	Disposable – single patient use
	Cannulae (22g Blue)	2	Disposable – single patient use
	VeccaFix Dressings	3	Disposable – single patient use
	Paediatric Tape measure	1	
	Infant resuscitator bag (240ml), Reservoir bag (600ml) and Masks (00, 0/1, 2)	1 set	
	LAS Dressing - (No 1)	2	Disposable – single patient use

	Melonin Dressing – (5 x 5cm)	3	Disposable – single patient use
	Blunt Drawing Up Needles - (Pink 18g)	6	Disposable – single patient use
	Steret Medi – Wipes	4	Disposable – single patient use
	Intraosseous Needle - (16g)	1	Disposable – single patient use
	3 way tap & connecting tube (10 cm)	2	Disposable – single patient use
	Sterile gloves - (Small)	1 pair	Disposable – single patient use
	Sterile gloves - (Medium)	1 pair	Disposable – single patient use
	Sterile gloves - (Large)	1 pair	Disposable – single patient use
	Sterile gloves – (Extra Large)	1 pair	Disposable – single patient use



SALOON LAYOUT – BULKHEAD VIEW

2	Triage Pack - (Red & Black)	1	Sealed Inside/Outside Cupboard	–
	'Priority 1-3' labels	20		
	'Dead' labels	10		
	Smart Tape	1		
	Adult Triage Sieve Card	1		
	Pencils	2		
	Felt Tip marker Pen	1		
	Cyalume - Red Mini Type 'A' Lightstick	5		
3	Cervical Collar Bag: - (Green)	1	Inside/Outside Cupboard	
	Adult – Tall	1		
	Adult – Regular	1		
	Adult – Short	1		
	Adult – No Neck	1		
	Paediatric	1		
	Baby No Neck	1		
4	Vacuum Splint - Medium	1	Inside/Outside Cupboard	
5	Vacuum Splint - Large	1	Inside/Outside Cupboard	
6	LAS Entonox Bag - (Green with blue 'Entonox' shoulder strap)	1	Inside/Outside Cupboard	
	Demand Head Regulator (Oxyliatre)	1		
	Entonox cylinder - Size 'CD' (440 litres)	1		
	Mask - (1 x Adult)	1		
	Mask - (1 x Child)	1		
	Mouthpieces (332555)	3	Disposable – single patient use	
	Filter (PRU010)	3	Disposable – single patient use	



SALOON LAYOUT – BULKHEAD VIEW

7	LAS Oxygen Therapy Pack - (Green)	1	Inside/Outside Cupboard
	'CD' size O ₂ cylinder	1	
	Regulator / Therapy head with Bodox washer	1	
	Spare Bodox washer	1	
	Microvent Head (BNOS)	1	
	Nasal cannulae - (1 x Adult, 1 x Child)	2	Disposable – single patient use
	O ₂ Medium concentration masks - (1 x Adult, 1 x Child)	2	Disposable – single patient use
	O ₂ Non - rebreathing trauma masks - (1 x Adult, 1 x Child)	2	Disposable – single patient use
	O ₂ Nebuliser kit / masks (1 x Adult, 1 x Child)	2	Disposable – single patient use
	Nebuliser 'T' piece	2	Disposable – single patient use
	Nebuliser mouthpiece	2	Disposable – single patient use
	McIlroy Funnel	1	
	O ₂ Tubing	1	Disposable – single patient use
	Oro - pharyngeal airways - (Sizes 0 – 4)	1 set	Disposable – single patient use
	Naso - pharyngeal airways - (sizes 6 & 7)	1 set	Disposable – single patient use
	Cylinder Valve key	1	
	Adult Silicone Resuscitator Bag - (1600cl)	1	
	Resuscitator Bag Masks - (1 x size 5 and 1 x size 3)	2	
	Reservoir bag for Resuscitator Bag - (2600 ml)	1	
	Lubricating Jelly	1 tube	

8	LAS Primary Response Pack - (Green)	1	Inside/Outside Cupboard
	(Red Zippered Bag)	1	Inside Primary Response Pack
	Triangular bandages	4	Disposable – single patient use
	Melonin Dressings (5 cm x 5 cm)	6	Disposable – single patient use
	Melonin Dressings (10 cm x 10 cm)	3	Disposable – single patient use
	No. 1 Dressings	3	Disposable – single patient use
	No. 2 Dressings	2	Disposable – single patient use
	No. 3 Dressings	1	Disposable – single patient use
	Transpore Tape - (1")	1 roll	
	Safety Pins	6	
	Crepe Roller bandage (5 cm)	1	Disposable – single patient use
	Crepe Roller bandage (10 cm)	1	Disposable – single patient use
	Pehaft Dressing (4 cm x 4 m)	1	Disposable – single patient use
	Pehaft Dressing (8 cm x 4 m)	1	Disposable – single patient use
	Adhesive Plasters	1 set	Disposable – single patient use
	Airstrip dressing (18 cm x 8.25 cm)	2	Disposable – single patient use



SALOON LAYOUT – BULKHEAD VIEW

(Blue Zippered Bag)	1	Inside LAS Primary Response Pack
Vitalograph Aspirator / Adaptor / Bag	1 set	
(Orange Zippered Bag)	1	Inside LAS Primary Response Pack
Syringes (2 x 1ml, 2 x 2ml, 2 x 5ml, 2 x 10ml)	8	Disposable – single patient use
Steret Medi – Wipes	6	Disposable – single patient use
Needle - (IM Blue 23g)	2	Disposable – single patient use
Needle - (SC Orange 25g)	2	Disposable – single patient use
Blunt Drawing – Up Needles (Pink 18g)	2	Disposable – single patient use
Micro-pore Tape	1 roll	
Disposable Gauze (Green or White)	25	Disposable – single patient use
Disposable Foil Blanket (Adult)	1	Disposable – single patient use
Drugs Pack (Black) - EMT and Paramedic	1	Inside LAS Primary Response Pack
Hypostop	3	
G.T.N.	1	
Aspirin	1 box	
Drugs Pack (Yellow) - EMT and Paramedic	1	Sealed Inside LAS Primary Response Pack
Epinephrine 1:1000 - 500mcg	2	
Salbutamol - 2.5mg Nebules	10	
Glucagen - 1mg	2	
Paracetamol (Calpol) -	1 box	
Laerdal Heartstart FR2 AED	1	Inside LAS Primary Response Pack
Maintenance card	1	
Protocol Usage card	1	
Station / Fleet Identity card	1	
Batteries - (1 in AED, 1 x spare in wrapper)	2	
Defibrillation pads - (1 x Adult, 1 x Paediatric)	2	Disposable – single patient use
ECG monitoring block and leads	1 set	
ECG monitoring electrodes	6	Disposable – single patient use
Memory cards - (1 x holder, 1 x AED)	2	



SALOON LAYOUT – BULKHEAD VIEW

	Front Zippered Panel			Inside LAS Primary Response Pack
	Loose Disposable Gloves - (Extra Large)		3 pairs	Disposable – single patient use
	Loose Disposable Gloves - (Large)		3 pairs	Disposable – single patient use
	Loose Disposable Gloves - (Medium)		3 pairs	Disposable – single patient use
	Loose Disposable Gloves - (Small)		3 pairs	Disposable – single patient use
	Thermoscan Pro 3000 Tympanic Thermometer		1	
	Probe covers for Thermometer		1 box	Disposable – single patient use
	Lifescan Blood Glucose Monitoring Kit - (Black zippered carry bag)		1 set	
	Lancets		10	Disposable – single patient use
	Aneroid Sphygmomanometer and carry case		1	
	Peak flow meter		1	
	Mouthpieces for Peak flow meter		3	Disposable – single patient use
	Seat Belt cutter		1	
	Sharps container (small)		1	
	Vomit bags		5	Disposable – single patient use

9	Oxygen cylinder - 'CD' size (440 litres)		1	
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10	Oxygen cylinder - 'CD' size (440 litres)		1	
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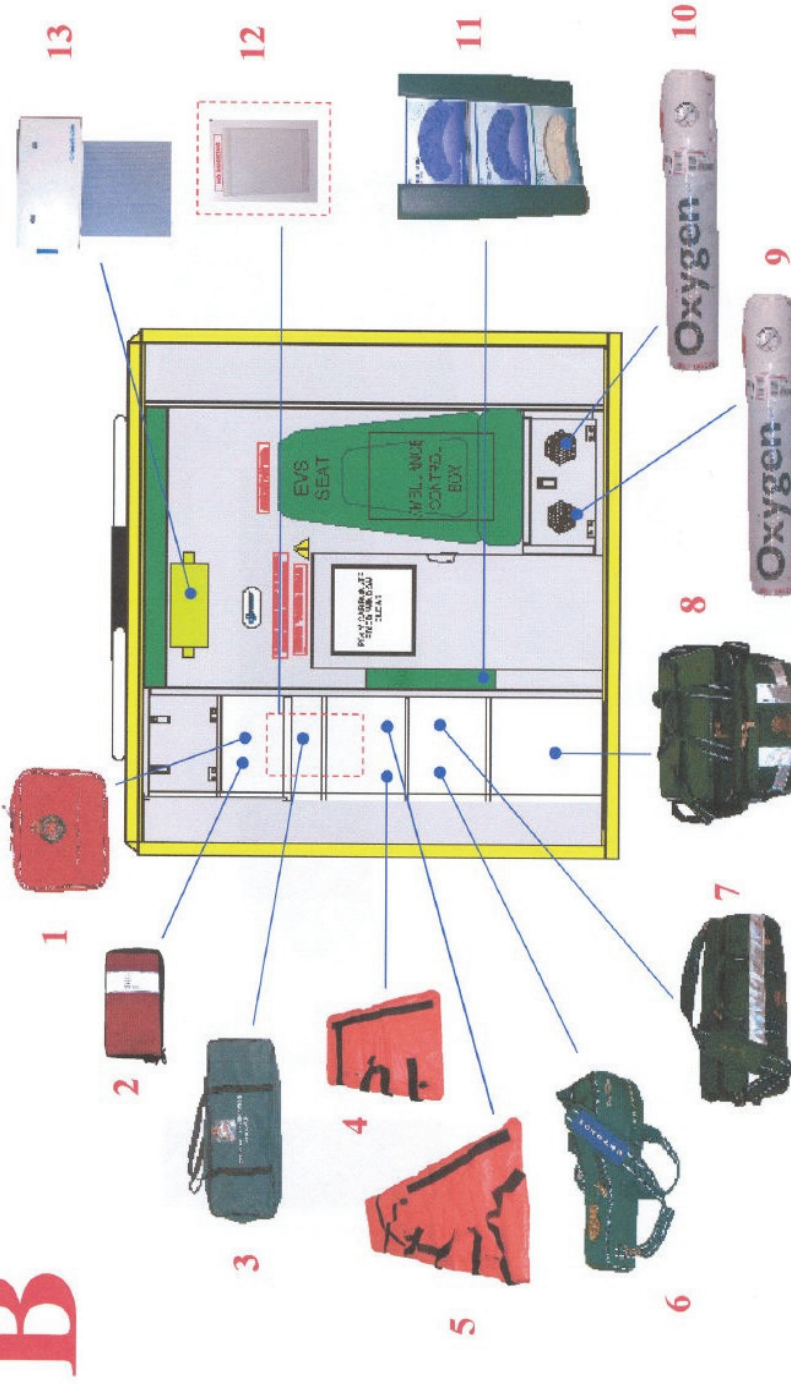
11	Boxed Disposable gloves			
	Extra Large		1 Box	Disposable – single patient use
	Large		1 Box	Disposable – single patient use
	Medium		1 Box	Disposable – single patient use
	Small		1 Box	Disposable – single patient use

12	LAS Perspex Document Holder		1	Curent LAS Poster Campaign
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13	Blue Roll Holder		1	
	Blue Roll		1	Disposable



B SALOON LAYOUT - BULKHEAD VIEW



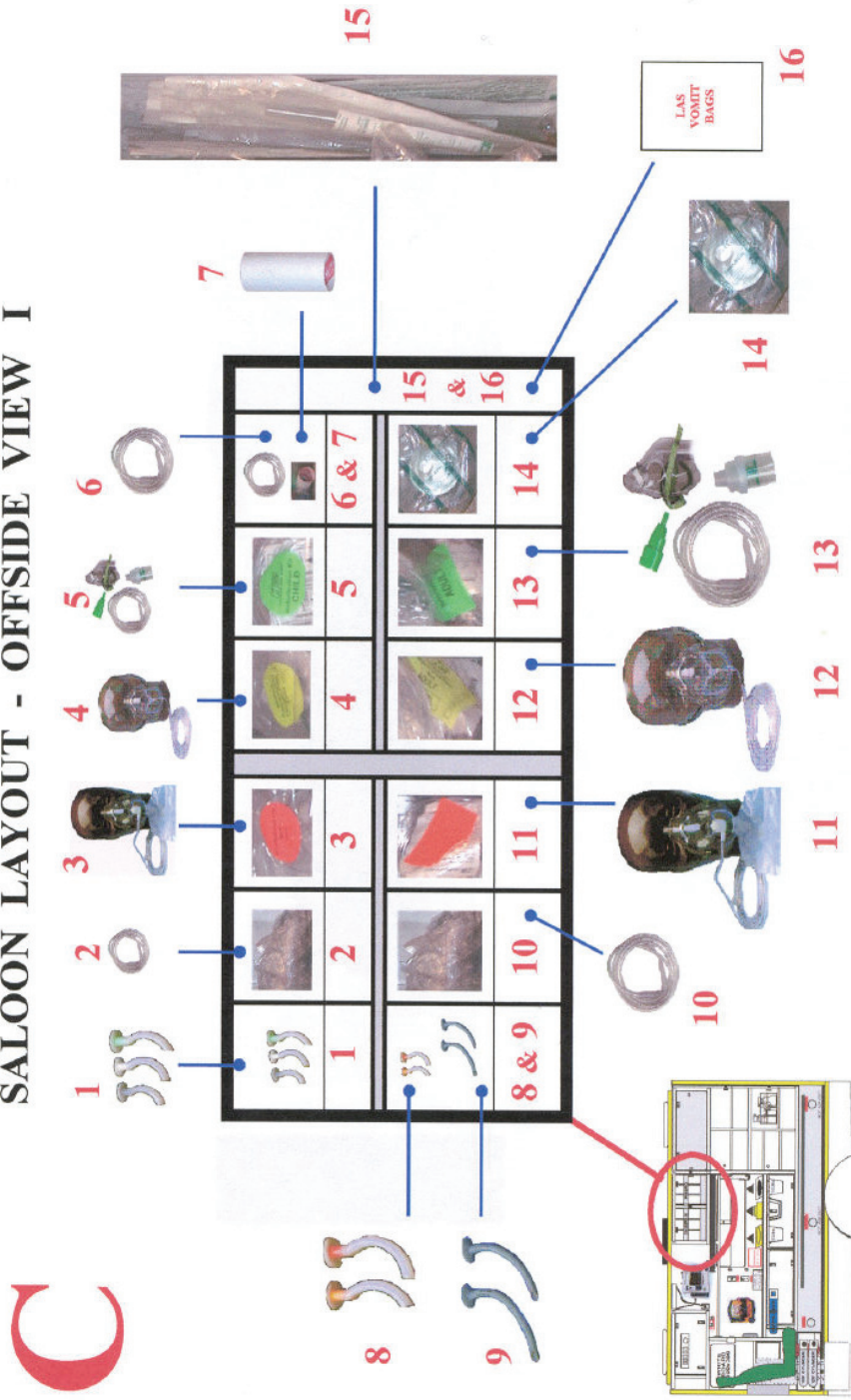


SALOON LAYOUT – OFFSIDE VIEW I

1	Oro-pharyngeal airways - (4 x size 0, 4 x size 1, 4 x size 2)	12	Top Row - Disposable – single patient use
2	Oxygen Nasal Cannula - (Paediatric)	5	Top Row - Disposable – single patient use
3	Oxygen Mask Non – Rebreathing - (Paediatric)	5	Top Row - Disposable – single patient use
4	Oxygen Mask Medium Concentration - (Paediatric)	5	Top Row - Disposable – single patient use
5	Nebulisation Sets - (Paediatric)	5	Top Row - Disposable – single patient use
6	Oxygen Tubing	3	Top Row - Disposable – single patient use
7	Spare Mouthpieces for Peak Flow Meter	10	Top Row - Disposable – single patient use
8	Oro-pharyngeal airways - (4 x size 3, 4 x size 4)	8	Bottom Row - Disposable – single patient use
9	Naso – pharyngeal airways - (2 x size 7, 2 x size 6)	4	Bottom Row - Disposable – single patient use
10	Oxygen Nasal Cannula - (Adult)	5	Bottom Row - Disposable – single patient use
11	Oxygen Mask Non – Rebreathing - (Adult)	5	Bottom Row - Disposable – single patient use
12	Oxygen Mask Medium Concentration - (Adult)	5	Bottom Row - Disposable – single patient use
13	Nebulisation Sets - (Adult)	5	Bottom Row - Disposable – single patient use
14	Spare Replacement Suction Kits for Laerdal Aspirator	3	Bottom Row - Disposable – single patient use
15	LAS Vomit Bags	10	Bottom Row - Disposable – single patient use
16	Catheters for use with Aspirators - (2 x size 8 ch, 2 x size 18 ch, 3 x Sump)	7	Bottom Row - Disposable – single patient use



SALOON LAYOUT - OFFSIDE VIEW I





SALOON LAYOUT – OFFSIDE VIEW II

17	Lifepak 12 Defibrillator / Monitor - (Green Case attached to unit)	1	
	Lifepak 12 Batteries (2 in unit)	2	
	12 – lead ECG patient cable – (8ft)	1	
	4 – wire limb lead attachment	1	
	NIBP tube hose – LP 12 / cuff - (12 ft)	1	
	NIBP cuff / reusable - (Adult 14 x 37.5 cm)	1	
	SpO ₂ extension cable for SpO ₂ sensor	1	
	SpO ₂ Finger sensor – (Adult)	1	
	Strip chart paper - (100 mm x 22 mm)	1	
	EtCO ₂ filterline set - (Adult / Paediatric)	1	Disposable – single patient use
	QUIK-COMBO defibrillation therapy cable with yellow connector	1	
	QUIK-COMBO defibrillation electrodes REDI-PAK	1	Disposable – single patient use
	BLUE SENSOR ECG electrodes	1 bag	Disposable – single patient use
	Safety razor	1	Disposable – single patient use
	Abrasive skin prep tape	1	Disposable – single patient use

18	Lifepak 12 Accessory Pouch - (Green)	1	
	BLUE SENSOR ECG electrodes	2	Disposable – single patient use
	NIBP cuff / reusable - (Large Adult 16 x 42 cm)	1	
	NIBP cuff / reusable - (Child 9 x 27 cm)	1	
	QUIK-COMBO defibrillation electrodes REDI-PAK	2	Disposable – single patient use
	Spare Strip chart paper - (100 mm x 22 mm)	1 roll	
	Safety razor	3	Disposable – single patient use
	Abrasive skin prep tape	1	Disposable – single patient use
	EtCO ₂ filterline set - (Adult / Paediatric)	2	Disposable – single patient use

19	FR2 Spares		
	Defibrillation pads - (1 x Adult, 1 x Paediatric)	2	Disposable – single patient use
	ECG monitoring electrodes	2 sets	Disposable – single patient use
	BLUE SENSOR ECG electrodes	1 bag	Disposable – single patient use
	Safety razor	2	Disposable – single patient use

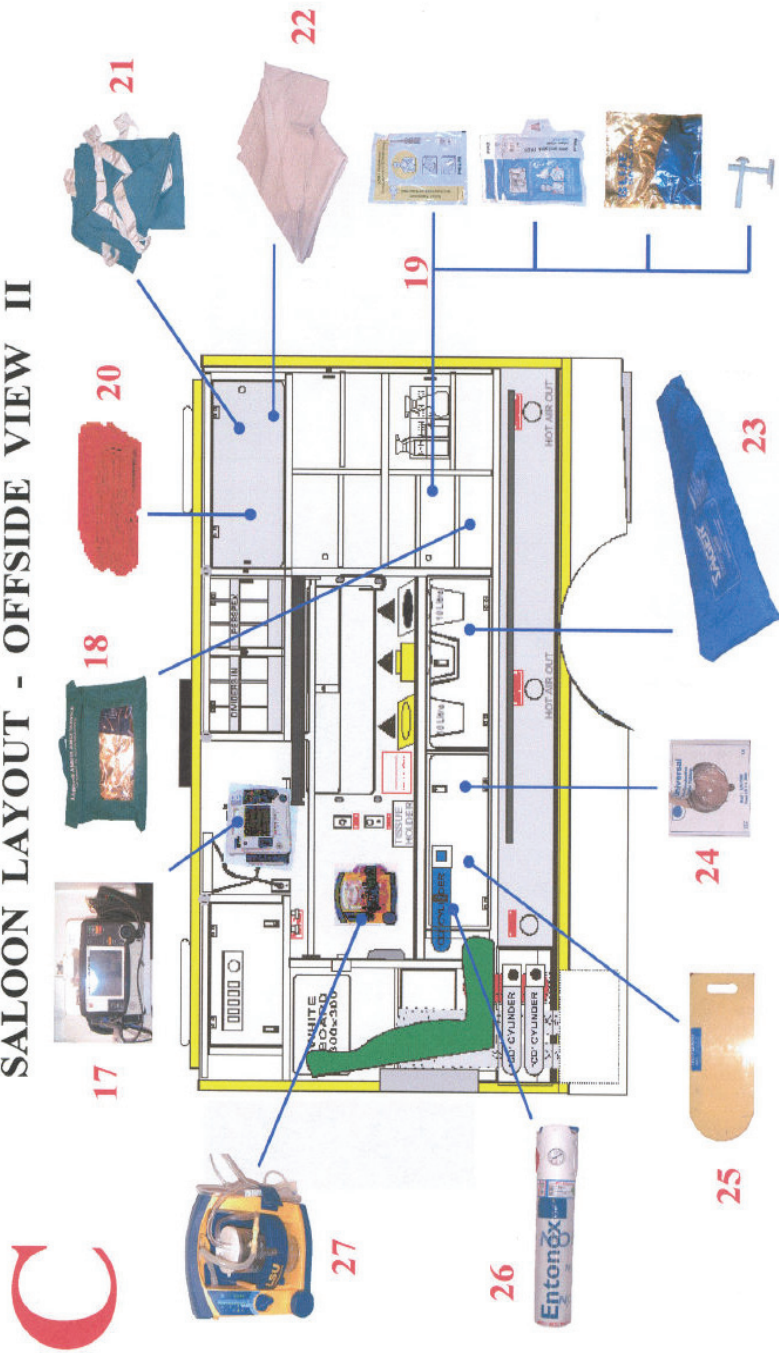
SALOON LAYOUT – OFFSIDE VIEW II



20	Blankets - Red	4	
21	Carry Sheet	1	
22	Canvasses	3	
23	Sager Traction Splint - (Blue Bag)	1	
	Sager Traction Splint - (Main body)	2	
	Ankle straps - (Left & Right)	2	
	'Figure of 8' velcro strap	1	
	Thigh support strap	1	
	Velcro straps	3	
24	Replacement Tubing for Laerdal Aspirator	1 Box	
25	Selfglide Board - (Yellow)	1	
26	Spare Entonox Cylinder 'CD' size - (440 litres)	1	
27	Laerdal Suction Unit (LSU)	1	Portable Unit on wall mounted charger
	LSU Rechargeable Battery - (Lead – Acid)	1	Located inside lower tray compartment
	Transparent Canister (1,000 ml) , Canister Connector and Vacuum Tubing	1 set	Reusable
	Liner with filter tube and connectors	1	Disposable - Single Patient Use
	Patient Suction Tubing	1	Disposable - Single Patient Use
	Spare DC Power Cord - (12 – 28 VDC)	1	For connection to DC mains only
	Spare AC Power Cord - (100-240 VAC - 50/60/400 Hz)	1	For connection to AC mains only



SALOON LAYOUT - OFFSIDE VIEW II





SALOON LAYOUT – OFFSIDE VIEW III

28	Dressings Case - (Green / Clear zippered bag marked 'Dressings')	1	Sealed
	Safety pins	6	
	Extensive wound dressings	2	Disposable – single patient use
	No. 1 Dressings	6	Disposable – single patient use
	No. 2 Dressings	6	Disposable – single patient use
	No. 3 Dressings	6	Disposable – single patient use
	Transpore Tape - (1")	2 rolls	
	Triangular bandages	6	Disposable – single patient use
	Melonin Dressings (5 cm x 5 cm)	6	Disposable – single patient use
	Melonin Dressings (10 cm x 10 cm)	6	Disposable – single patient use
	Crepe Roller bandage (5 cm)	3	Disposable – single patient use
	Crepe Roller bandage (10 cm)	3	Disposable – single patient use
	Airstrip dressing (18 cm x 8.25 cm)	3	Disposable – single patient use

29	Burns Dressings Case - (Green / Clear zippered bag marked 'Burns Dressings')	1	Sealed
	Burns sheets - Disposable	2	Disposable – single patient use
	Water-Jel dressing - 12 x 16 (Face Mask)	1	Disposable – single patient use
	Water-Jel dressing - 30 x 36 (Body wrap)	1	Disposable – single patient use
	Water-Jel dressing - 4 x 16 (Medium)	1	Disposable – single patient use
	Water-Jel dressing - 8 x 18 (Large)	1	Disposable – single patient use
	Crepe Roller bandage (10 cm)	3	Disposable – single patient use
	Plastic disposable bags - (12" x 12")	3	Disposable – single patient use

30	Maternity Case - (Green / Clear zippered bag marked 'Maternity')	1	Sealed
	Maternity Packs	2	Sealed - single patient use
	Maternity Pads - (Large)	2	Each Maternity Pack
	Absorbency Square	1	Each Maternity Pack
	Umbilical Cord Clamps	4	Each Maternity Pack
	Umbilical Cord Scissors	1	Each Maternity Pack
	Double Mucous Extractor	1	Each Maternity Pack
	Towelling Baby Robe	1	Each Maternity Pack
	Plastic Gloves - (Non – powdered)	1 pair	Each Maternity Pack

31	Incontinence Pads	6	Disposable – single patient use
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32	No1 - Response Detergent Cleaner - (500ml)	1	Refillable Trigger Spray
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33	Response Super Absorbent Deodoriser - (100g shaker container & one refill satchet)	1	Refillable
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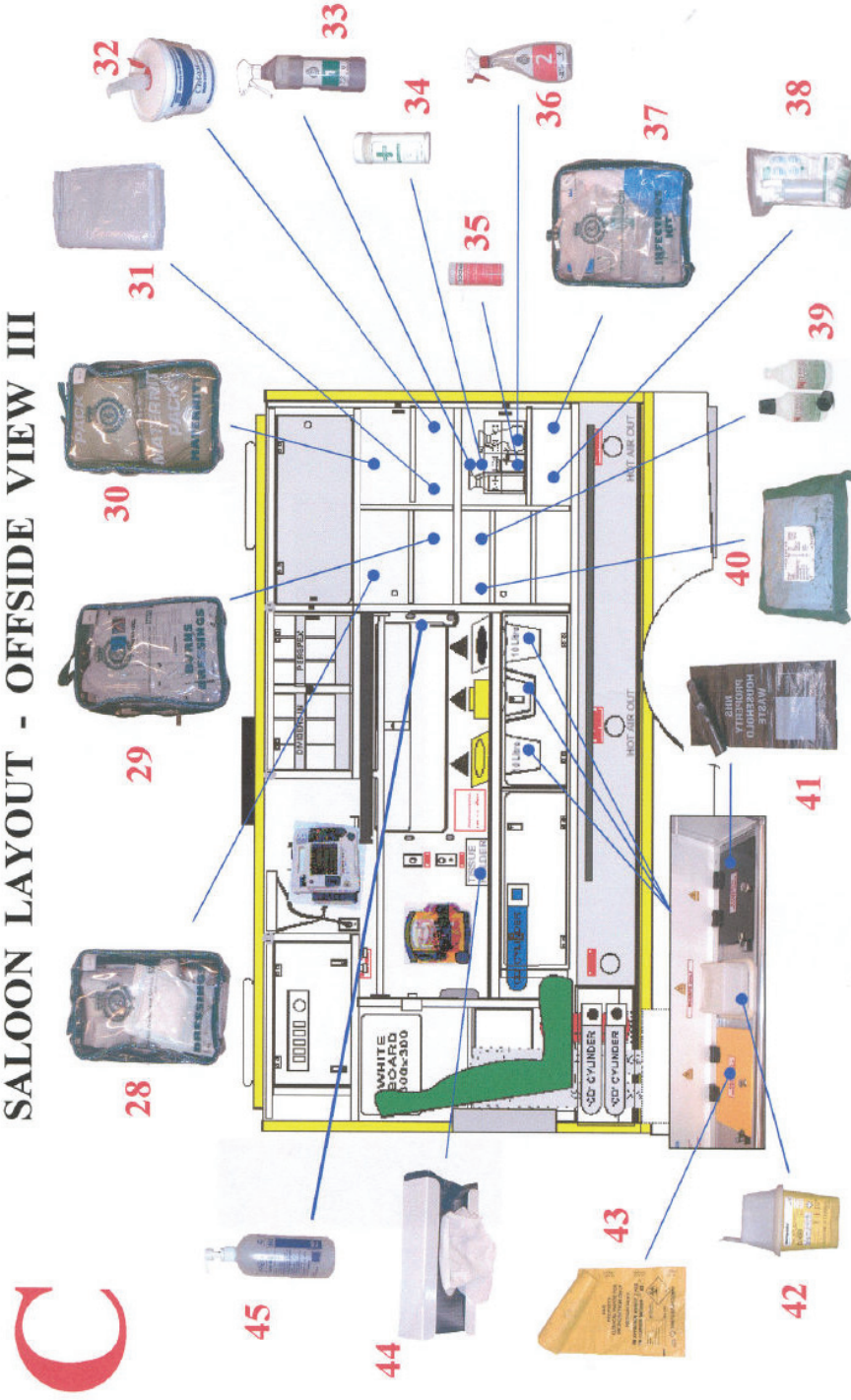


SALOON LAYOUT – OFFSIDE VIEW III

34	NaDCC disinfectant tablet - (1.8g)	1 tube	Refillable
35	No2 - NaDCC Disinfectant - (500ml)	1	Refillable Trigger Spray
36	Infectious Kit Case - (Green / Clear zippered bag marked 'Infectious Kit')	1	Sealed
	PFR Disposable face masks	1 pack	Disposable – single patient use
	Disposable green aprons	20	Disposable – single patient use
	Disposable suit - (Tyvek) Extra Large	2	Disposable – single patient use
	Disposable suit - (Tyvek) Large	2	Disposable – single patient use
	Disposable suit - (Tyvek) Medium	2	Disposable – single patient use
	Disposable suit - (Tyvek) Small	2	Disposable – single patient use
	Clinical waste bag - (Large)	10	Disposable
37	Response Spillage Kit	3	Disposable – single patient use
38	Sterile Water - (1 litre)	1	Disposable – single patient use
39	LAS Latex Free Kit	1	Sealed – single patient use
	Syringes - (2 x 10 ml, 2 x 5 ml, 2 x 2 ml)	6	Disposable – single patient use
	Giving Set	1	Disposable – single patient use
	Ambulance Oxygen Mask - (Adult 3 in 1)	1	Disposable – single patient use
	Ambulance Oxygen Mask - (Paediatric 3 in 1)	1	Disposable – single patient use
	Acorn Nebuliser	1	Disposable – single patient use
	Examination Gloves - (Large)	2	Disposable – single patient use
	Examination Gloves - (Medium)	2	Disposable – single patient use
	Examination Gloves - (Small)	2	Disposable – single patient use
	Micropore Tape - 1"	1 roll	
40	Black Plastic Refuse Sacks - Household Waste - (Small)	1 roll	Disposable as normal waste
41	Sharps Bin - (size 4 / 7 L)	1	Disposable as clinical waste only
42	Yellow Plastic Refuse Sacks - Clinical Waste - (Small)	1 roll	Disposable as clinical waste only
43	Tissues	1 box	Disposable
44	Diversey Lever Alcohol Cleaner and Dispenser - (500 ml)	1	



SALOON LAYOUT - OFFSIDE VIEW III





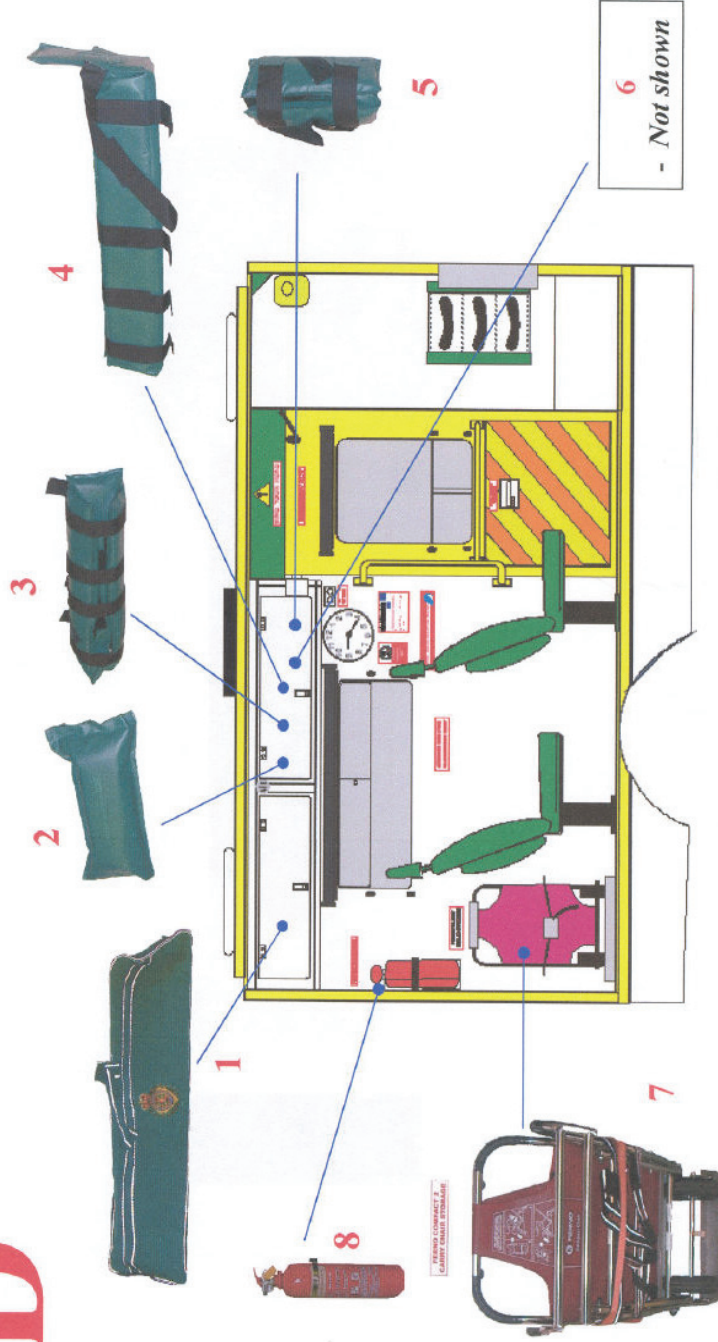
SALOON LAYOUT – NEARSIDE VIEW

1	L.E.D. - London Extrication Device - (Green Bag) Backboard Cervical Pad Head & Chin Straps	1 1 1 2
2	Frac Strap Pack - (Green Bag) Straps - (Wide) Straps - (Medium) Straps - (Narrow) Cushioned Pad	1 2 1 2 1
3	Fracture Immobilisation Box Splint - (Green - Long Leg)	1
4	Fracture Immobilisation Box Splint - (Green - Short Leg)	1
5	Fracture Immobilisation Box Splint - (Green - Ankle)	1
6	Fracture Immobilisation Box Splint Sack Bag - (Black)	1
7	Compact '2' Chair	1
8	Fire Extinguisher AFFF - (Foam - 2 litre)	1



SALOON LAYOUT - NEARSIDE VIEW

D





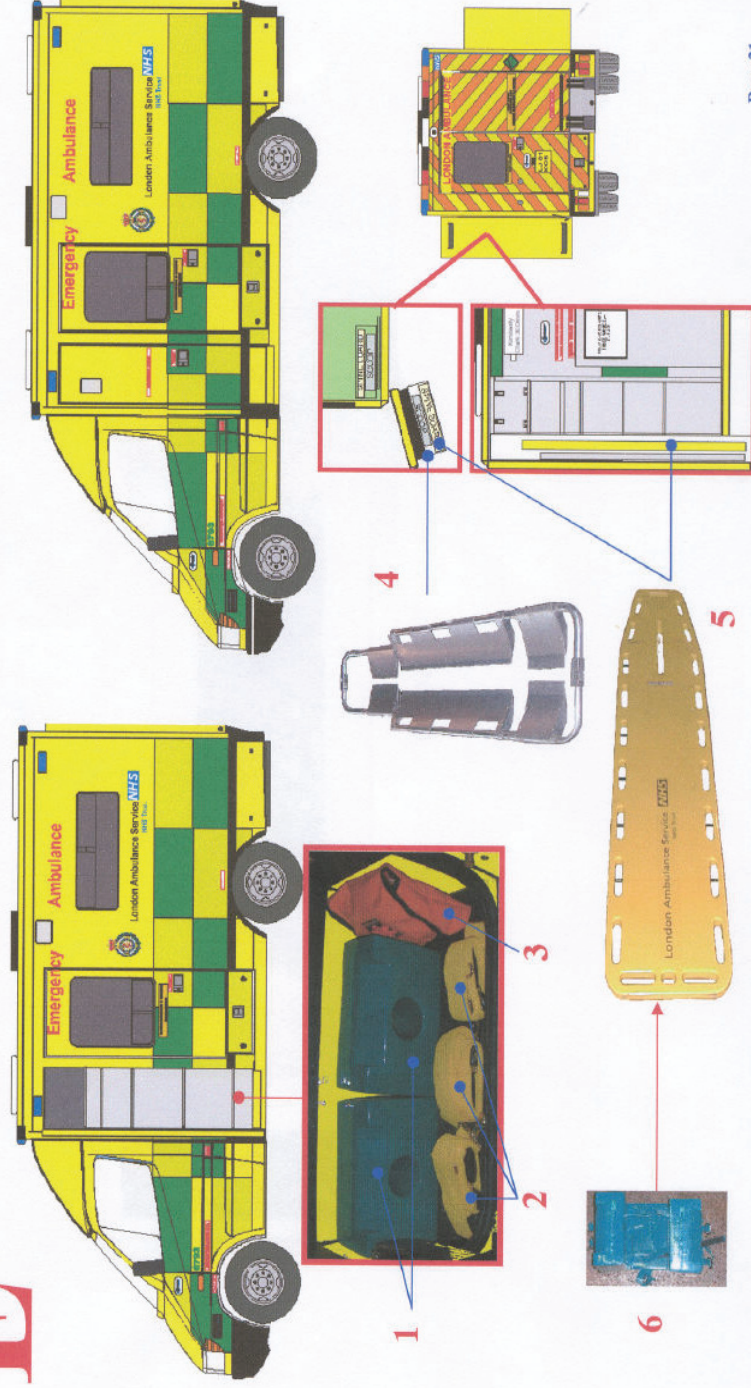
EXTERNAL LAYOUT – NEAR SIDE

1	Head Immobiliser Blocks - (Green)	2	Located in door well of equipment locker
2	Extrication Board Speed Clips - (Yellow)	3	Located in door well of equipment locker
3	Spencer Orthopaedic Scoop Stretcher Strap Set - (3 x Straps & Carry Bag - Orange)	1	Located in door well of equipment locker
4	Spencer Orthopaedic Scoop Stretcher	1	Secured on door of equipment locker
5	Extrication Board - (Yellow)	1	Secured on door of equipment locker
6	Head Immobiliser Backboard with Head & Chin Straps - (Green)	1	Secured to extrication board



EXTERNAL LAYOUT - NEARSIDE

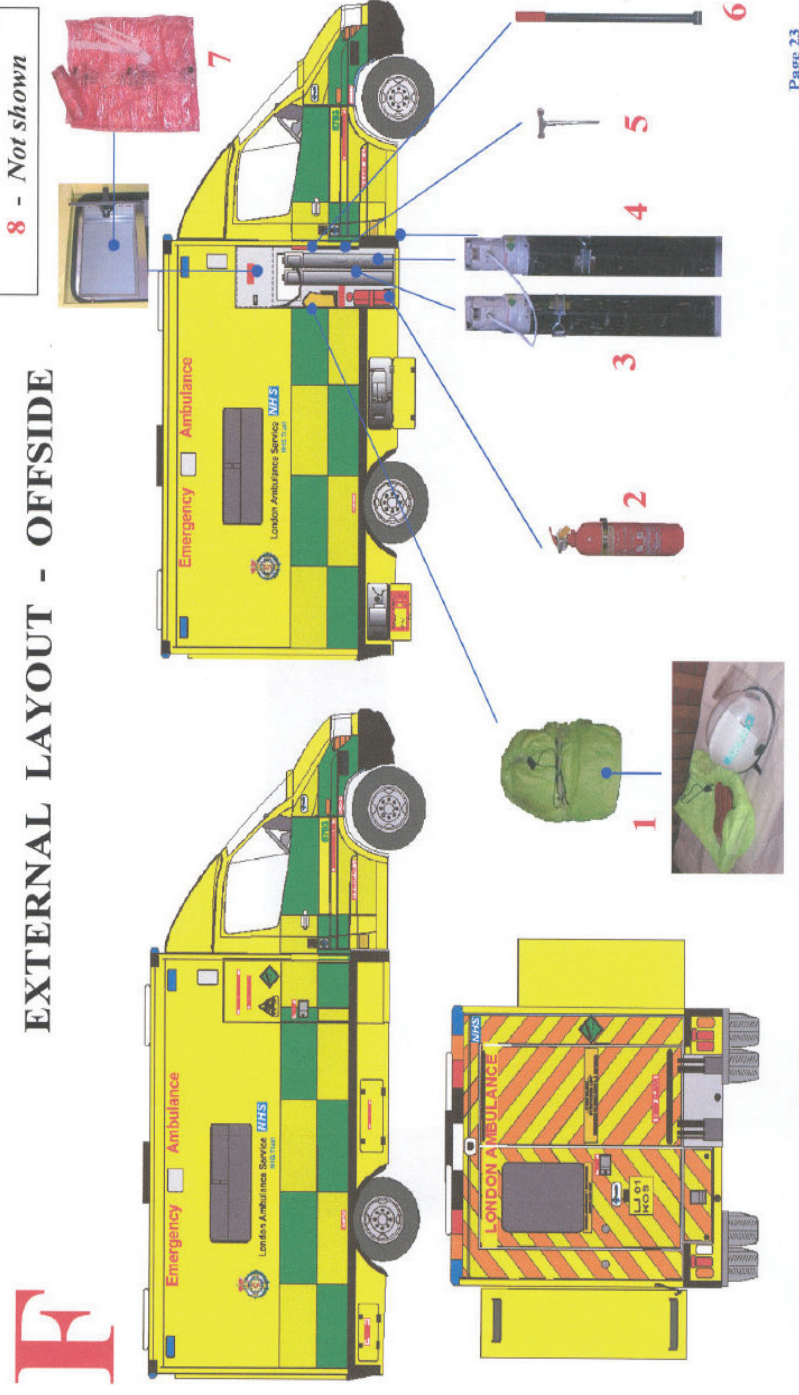
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EXTERNAL LAYOUT – OFFSIDE		
1	Safety helmet with visor / Debris gloves / Bag - (Spare)	1
2	Fire Extinguisher AFFF - (Foam - 2 litre)	1
3	Oxygen Cylinder - 'HX' size - (2,300 litres)	1
4	Oxygen Cylinder - 'HX' size - (2,300 litres)	1
5	T – Key to open access panels on vehicle	1
6	Manual Patient Tail Lift Pump Handle	1
7	Alginate bags for Dirty Linen - (Red)	1 roll Disposable
8	Large Plastic bags for Dirty Linen - (Clear / See - through)	1 roll Disposable

EXTERNAL LAYOUT - OFFSIDE



Cycle Response Unit Daily Checklist at Start of Shift	Initial
Tyre air pressures and tyre integrity (60 psi).	
Wheel quick release mechanisms secure.	A
Both brakes working (thumb rule).	B
All kinds of brake pads and discs adequate and evenly worn.	C
Crank shake (tighten if loose).	
Cycle siren and light test.	
Recharging, rotating and recycling battery programme in operation.	
Road lights test (front and rear).	
Headset shake (against stationary object).	
Quick Allen key tighten all bolts inc kickstand (without torque wrench).	
Saddle and handlebar tilt/ roll/ or height check.	
All Pannier racks secure/ all fixing bolts firmly hand tightened.	
Pannier bags securely fastened to racks.	
Drop test (listen).	D
Communications check Personal Radio Sets and Mobile Phone.	
Spare batteries for all power items.	
Check vehicle fleet log book and scheduled servicing programme	
Medical Equipment check	
Drug Packs signed out for EMT or Paramedic.	
Defibrillator: time, date, memory, battery (& spare), pads and leads.	
Full existing LAS issue personal Paramedic kit packed/ full Intubation kit and bag and mask (NEW FOR 2007).	
All electronic items checked: Pulse ox, BP, Thermometer and BM Kit.	
Full CRU inventory check plus sufficient disposables on board.	
Tool kit (tube, puncture outfit, levers, multi tool and pump).	

Pre ride test	
Adequate brake operation.	
Operation of gears (front and rear mechanisms).	
Shock absorbers functioning correctly.	
Pannier bags securely fastened.	
End of shift	
Cycle secured in designated place with locking chain.	
Cycle siren / mobile phone / Radio set on charge.	
Clean and re stock vehicle and equipment.	
Clean and store personal water bottles.	
Check in Drug Packs, remove Grab Bags and store securely.	

I confirm that all the above checks have been carried out and have met satisfactory requirements pre and post duty. All drug packs and grab bags are now stored securely.

Name	Sign	Date
Medical Equipment Grab Bag nos	Cycle Vehicle Fleet no	

Vehicle Inspection and Service Schedule	
BIKE PART	DAILY CHECK
Frame & Forks	Wiped down inspected
Brakes & Gears	Cleaned, inspected adjusted
Wheels	Re-aligned, spoke tension checked
Tyres	Inspected and inflated
Bolts & Bearings	Inspected and retightened
Drive train	Cleaned, inspected adjusted
Medical pannier bags	Medical equipment inventory checked and re stocked
WEEKLY SERVICE	
Frame & Forks	Wiped down, inspected and lubricated if needed
Brakes & Gears	Cleaned, inspected adjusted
Wheels	Bearings adjusted, wheels realigned
	Rims inspected
Tyres	Checked for tread wear & damaged sidewalls
Headset	Adjusted and tightened removing play
Bolts & Bearings	Inspected lubricated and tightened
Drive train	De-greased, inspected, adjusted and re-greased
EVERY SIX MONTHS OF USE, SERVICE	

Frame & Forks	Cleaned, checked for alignment, gear hanger aligned. Forks stripped, re-lubed and re-built if necessary	
Brakes & Gears	Removed, cleaned, re-lubed. Pad and cables replaced.	
Wheels	Bearings removed and replaced. Hubs cleaned and re-greased. Wheels aligned and checked for damage.	
Tyres	Checked for tread wear & damaged sidewalls	
Headset	Bearings removed and replaced if necessary. Re-greased and re-fitted.	
Bottom Bracket	Removed, cleaned and re-greased. Inspected for play. Replaced if necessary	
Bolts & Bearings	Inspected lubricated and tightened	
Drive train	Removed, cleaned, inspected for wear. Lubricated, re-fitted	
Pedals	Inspected for movement/ play.	

Appendix 6