

RECORDKEEPING

This guide is a summary of the primary requirements in NFPA 1851.



OVERVIEW OF REQUIREMENTS

YOUR DEPARTMENT OR SOMEONE IN YOUR ORGANIZATION IS RESPONSIBLE FOR COMPILING AND MAINTAINING RECORDS ON THE **SELECTION, CARE, AND MAINTENANCE** OF YOUR PROTECTIVE CLOTHING AND EQUIPMENT.

THESE RECORDS MUST CONTAIN THE FOLLOWING INFORMATION AS A MINIMUM:

- 1 Person to whom clothing item (element) is issued
- 2 Date and condition of item when issued
- 3 Manufacturer and model name or design
- 4 Manufacturer's identification number, lot number, or serial number
- 5 Month and year of manufacture
- 6 Date(s) and findings from advanced inspections
- 7 Date(s) and findings of advanced cleaning or decontamination
- 8 Reason for advanced cleaning or decontamination and who performed the cleaning or decontamination
- 9 Date(s) of repair(s), who performed repair(s), and brief description of repair(s)
- 10 Date of retirement
- 11 Date and method of disposal