Cal OES Apparatus Inventory Reporting

Instructions for Cal OES / OES Type 1 & 2 engines below #314 and above #359

Inventories for ALL Type 1 and Type 2 engines will be documented on a 3-part NCR copy of the "Fire Apparatus Inventory and Record - OES E314 - E359" Form 157A (Revised 1/6/09), hereafter referred to as “E314 - E359 Form.”

- Start with a 3-part copy of the E314 - E359 Form and a copy of the Inventory Conversion Worksheet for your engine series.

- On the Inventory Conversion Worksheet version for your engine, identify the numbered spaces for tools/equipment that contain no description and have been blacked out. This equipment is not carried on your engine. On the E314 - E359 Form, cross out all of the equipment that has been identified as not carried on your assigned engine. Please use a ball point pen to ensure all three NCR copies accurately reflect corrections.

- On the Inventory Conversion Worksheet for your engine, identify all of the boxes in the "ISSUED # / ACTUAL #" columns that have been shaded. The shaded “ISSUED #” is the correct number of identified items issued to your engine. Change the corresponding number on the E314 - E359 Form. In addition, identify all boxes in the “ACCOUNTABLE PROPERTY & EQUIPMENT” columns that have been shaded. This shading indicates a difference in configuration of inventory items (size, length, make/model, etc.) on your engine from the E314 – E359 Form. Change the corresponding configuration information on the E314 – E359 Form. Cell shading information is contained in the “NOTES:" box near the lower right-hand corner of the Inventory Conversion Worksheet for your engine.

- In the lower right-hand corner of the Inventory Conversion Worksheet for your engine, note additional items carried on your engine in cells marked “133” and above. Add these items to the E314 - E359 Form.

The converted 3-part E314 - E359 Form is now ready for use with your engine. It is recommend that a copy of a converted E314 - E359 Form and an Inventory Conversion Worksheet for your engine series, be laminated back-to-back and carried on the engine. In addition, it may be valuable to have a supply of the 3-part converted E314 - E359 Forms on the engine in advance of an incident to save time during the demob process. Thanks for your continued assistance and support !

Revised 12/23/10