

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