

11 NCAC 05A .0911 RECORDS

(a) A fire department shall maintain the following records for 36 months for inspection by OSFM:

- (1) Apparatus maintenance logs and equipment inventory for in service engines and tankers. A fire department shall inspect all in service engine and tanker equipment inventory monthly and document the inspection.
- (2) Fire pump performance tests. A fire department shall perform a fire pump performance test on at least one engine annually, in accordance with NFPA 1911. If the engine was purchased within the previous 12 months, the certification required by Part (a)(3)(A) of 11 NCAC 05A .0905 shall satisfy the requirement.
- (3) Training records for all eligible firefighters. Training records shall include the dates, topics, hours, and personnel in attendance.
- (4) The AFFF inventory and usage reports created in accordance with 11 NCAC 05A .0910.
- (5) Records evidencing monthly functional testing of the components of the fire department's self-contained breathing apparatus (SCBA).
- (6) Evidence of completion of criminal history record checks for each applicant over the age of 18, in accordance with G.S. 143B-1209.24.

(b) A fire department shall maintain incident reports related to response to structure fires for a minimum of five years in accordance with 11 NCAC 05A .0910.

History Note: Authority G.S. 58-36-10; 58-40-25; 58-78A-1(b)(20); 58-78A-2; 58-82B-5; 58-82B-10; Eff. January 1, 2018; Amended Eff. June 1, 2026; June 1, 2023.