Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	Fire Quality Assurance
Reference Number:	ADM 05-012
Effective Date:	24-Jun-13
Last Revision Date:	20-Feb-19
Signature of Approval	Curtis Sheets, Chief

Purpose:
This SAP provides guidelines for Quality Assurance functions. Quality Assurance functions are to evaluate system effectiveness and regard for established SAP's, guidelines, and standards of care.

Policy:
At the completion of every fire call the Captain will ensure completion of a digital fire report by the end of their shift.

The digital fire report will then be reviewed by the QA/QI committee for its completion and quality of service provided. Any discrepancies will be handled with QA/QI notes to the individual members on that call. The author of the report shall make the necessary corrections by the end of their next scheduled shift. Failure to do so within six (6) days (or two scheduled shifts) will constitute non-compliance and that employee may receive corrective action in the form of verbal warning, write-up, or suspension.

If appropriate, the review will be forwarded to the Chief of Fire and Rescue for further evaluation and/or action.