

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 !!