

TEL. No. : VICTORIA 3

Any communication on the subject of this letter should be addressed to :-

THE UNDER SECRETARY OF STATE,  
HOME OFFICE, (FIRE BRIGADES DIVISION),  
CLELAND HOUSE,  
PAGE STREET,  
LONDON, S.W.1.



HOME OFFICE,  
CLELAND HOUSE,  
PAGE STREET,  
LONDON, S.W.1.

and the following number quoted :-

F.B.Gen.234/26

30th September, 1940.

Sir,

Records of Emergency Fire Fighting Appliances.

F.B. Circular No.129/1940.

I am directed by the Minister of Home Security to say that he has had under consideration the system to be established for recording, on a permanent footing, the emergency fire fighting appliances issued from time to time to local authorities. As you are aware, the appliances in question are the property of the Crown and are issued to local authorities by way of loan, and it will be accordingly necessary for the Minister of Home Security to satisfy himself, by means of periodical checks, that the appliances supplied to and received by the several local authorities are held in their possession and maintained in good order or can be accounted for. For this purpose it is also desirable that the appliance records should be maintained on a standard system and kept in a uniform manner. The system which the Minister has decided to adopt will comprise the following three record forms:-

(A) Schedule of Equipment.

This is the Schedule which accompanies the Home Office letter of advice of the pending issue of appliances and bears the Home Office Demand Number (specimen enclosed). This Schedule, it is believed, has already been used by many brigades as the medium for recording the dates of receipt of the individual items enumerated thereon. In addition, the numbers of the relative Office of Works' Advice Notes, if they have been recorded locally, should be posted opposite the appropriate items on this Schedule.

(B) General Inventory of Appliances.

This General Inventory will take the form of a page for each item of equipment, on which will be printed the description of the

The Clerk of the London County Council,  
The Town Clerk,  
The Clerk to the Council.

item and the authorised scale of issue. Particulars of receipt of the consignments of each item, as specified on each Schedule of Equipment (Form (A)) should be entered on the appropriate page, and the total quantity shown should tally with the total numbers invoiced on the relevant Equipment Schedules and with the total quantity actually held by the local authority. The Inventory will be in loose-leaf form with binder. A specimen page of the Inventory is enclosed.

(C) Pump and Equipment Inventory Card.

On this card (specimen enclosed) will be printed all the items of equipment associated with a pump, and a card should be maintained in respect of each pump issued. Provision will be made on the card for the manuscript addition of certain essential particulars of the pump, its location and the equipment issued with the unit. A complete set of cards, grouped according to out-stations, should be held by the Chief Officer of the Brigade, and duplicates of the cards proper to the pumps located at each out-station should be held by the Officer in charge of the out-station. The out-station cards should be checked at regular intervals with the cards held by the Chief Officer. A card on which will be printed the miscellaneous items which do not form part of the standard equipment of a pump should also be maintained.

Inventories and pump cards will be distributed to local authorities as soon as supplies from the printers become available, but this is not anticipated for some time. It will, of course, be a matter for local authorities to decide which of their own records should be retained in use, in addition to the standard records, to meet local requirements, but the standard records must be maintained in every case.

At the close of each calendar year local authorities will be required to furnish a certificate to the Home Office that the emergency fire fighting appliances issued on loan, for which formal receipts from the local authorities have been received by the Home Office, are held and maintained in good order, or, if there are any discrepancies, to account for the shortage. A communication conveying the precise terms of the certificate required will be furnished to local authorities shortly before the end of the year.

I am, Sir,  
Your obedient Servant,

*A. L. Dixon*

Issued to all Fire Authorities in England and Wales.  
Copies sent for information to Chief Officers of Fire Brigades and Chief Constables in England and Wales.