

**SAMPLE MEMORANDUM REQUESTING
A VOLUNTEER AMBULANCE INSPECTION
COPY ONTO COMPANY STATIONERY**

To: <MIEMSS Regional Administrator>

From: <your company>

SUBJECT: Requesting Voluntary Ambulance Inspection (check all that apply)
 BLS Ambulance Inspection BLS First Response Unit Inspection
 ALS Ambulance Inspection ALS Chase Car or ALS Engine Inspection

The ___<your company name>___ would like to participate in the Voluntary Ambulance Inspection Program conducted by MIEMSS. We are hereby requesting that you schedule inspections for the units listed in the attached application.

_____ Check if you are requesting a BLS Ambulance Inspection.

Our company has a sufficient complement of EMT-B's to ensure that a certified Maryland EMT-B or higher level provider will be in the patient compartment at all times when a patient is in the ambulance. At least one of the company's officers is currently certified to a minimum of Maryland EMT-B.

_____ Check if you are requesting a BLS First Response Unit Inspection.

Our company has a sufficient complement, per the jurisdiction having authority, to ensure that a certified Maryland First Responder or higher level provider will respond with this (these) unit(s) when they respond to emergency calls.

_____ Check if you are requesting an ALS Ambulance Inspection or an ALS Chase Car or ALS Engine Inspection. Our company has a sufficient complement of licensed Maryland Cardiac Rescue Technicians (CRT-Is) or Emergency Medical Technician-Paramedics (EMT-Ps) to meet advanced life support staffing requirements of ___<your county name>___ County.

Each of the units being inspected is equipped with reliable two-way radios for communications, with dispatch and medical command and control capabilities, and has successfully passed the MDOT inspections required for the types of vehicles listed in our application.

Our company has received and reviewed a current copy of the Voluntary Ambulance Inspection Program Standards. The ___<your company name>___ agrees to abide by the Standards in the Voluntary Ambulance Inspection Program as long as Certificate of Excellence seals are displayed on our vehicle(s).

You may contact the member of our Company indicated on the attached application to schedule this inspection.

Encl.

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