

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Standard Operating Procedure Maintenance	Page : 1 of 2	Revision : 03/27/08 Date :
Author Maintenance	Title: Ladder inventory	

Safety: Follow all area safety rules. Wear the appropriate PPE when working.

Purpose or Objective: This procedure defines the ladder inventory and inspection process for Repack.

Procedure:

Inventory of all ladders used in the facility at the Main Plant will be inventoried and checked for proper operation on a quarterly basis by maintenance. The inspections will be conducted in May, August, November, and February. Tags with initials and date of inspection will be applied.

#1	Production ladder	4 foot
#2	Production ladder	6 foot
#3	Production ladder	8 foot

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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