
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Procedure</b>		
	Title: <b>Ladder Inventory - Manufacturing</b>	Number: <b>M12-PR-200-006</b>	
	Owner: <b>Robert Willis</b>	Revision: <b>03</b>	
	Effective Date: <b>09/04/2013</b>	Page: <b>1 of 2</b>	

## 1.0 Purpose

This procedure defines the ladder inventory and inspection process.

## 2.0 Scope

This procedure applies to all ladders at the Manufacturing facility. Ladder checks are performed on a quarterly basis.

## 3.0 Responsibility

Maintenance

## 4.0 Safety Considerations

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

## 5.0 Materials/Equipment

- Ladder Inspection Tags



## 6.0 Procedure

Inventory of all ladders used in the facility at the Manufacturing 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 Shop Step Ladder            | 6 ft.  |
| • #2 Production Step Ladder      | 4 ft.  |
| • #3 Production Extension Ladder | 24 ft. |
| • #4 Production Step Ladder      | 10 ft. |
| • #5 Production Step Ladder      | 6 ft.  |
| • #6 Production Step Ladder      | 8 ft.  |
| • #7 Boiler Room Step Ladder     | 8 ft.  |
| • #8 Omni Lift Step Ladder       | 4 ft.  |
| • #9 Production Step Ladder      | 8 ft.  |
| • #10 Centrifuge Step Ladder     | 4 ft.  |
| • #11 MgO House Step Ladder      | 6 ft.  |
| • #12 Shop Step Ladder           | 6 ft.  |

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## 7.0 Reference Documents

*Quarterly Ladder Checks (M12-PR-200-F006)*

## 8.0 Amendment Record

Updated procedure to reflect ladders in use at the Manufacturing Facility.

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