

	GILES CHEMICAL		
	COMPANY POLICY / PROCEDURE		
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	Author: Maintenance	Job Specific	

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

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

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	Shop step ladder	6 foot
#2	Production step ladder	4 foot
#3	Production Extension ladder	24 foot
#4	Production Step ladder	10 foot
#5	Production Step ladder	6 foot
#6	Production step ladder	8 foot
#7	Boiler Room step ladder	8 foot
#8	Omni Lift step ladder	4 foot



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Job Specific

TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
2				
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REVISION HISTORY

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