

Technical Procedure

## **CPCC-PRO-MN-40323**

### **Inspection - Portable and Fixed Ladders; Mobile Ladder Stands; Mobile Ladder Stand Platforms**

Revision 0, Change 3

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Program: Maintenance  
Topic: Maintenance

Technical Authority: Wright, Robert D  
Functional Manager: Malmberg, Ryan S

## **Use Type: Reference**



USQ Facility	USQ Review	Screener
Solid Waste Operations Complex	<b>Exclusion Reason:</b> <i>N/A per CPCC-PRO-NS-53097 Table 1</i>	
Canister Storage Building/Interim Storage Area	<b>Exclusion Reason:</b> <i>N/A per CPCC-PRO-NS-53097 Table 1</i>	
Waste Encapsulation Storage Facility	<b>Exclusion Reason:</b> <i>N/A per CPCC-PRO-NS-53097 Table 1</i>	
105 KW Facility	<b>Exclusion Reason:</b> <i>N/A per CPCC-PRO-NS-53097 Table 1</i>	
324 Building	<b>Exclusion Reason:</b> <i>N/A per CPCC-PRO-NS-53097 Table 1</i>	
<b>JHA:</b> Technical - Skill Based		
<b>Periodic Review Due Date:</b> 01/07/2025		
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## Change Summary

### Description of Change

Previous change, PPS-63066, was to address CPCC-CR-2023-1663-1 and CPCC-CR-2023-3061-8 and a change removing a caution was missed. This will address the missing change.

#### Applicable Facilities

100K Area Project  
 400 Area  
 Canister Storage Building  
 Central Waste Complex  
 Environmental Restoration Disposal Facility  
 Integrated Disposal Facility  
 Plutonium Finishing Plant  
 Soil and Groundwater Remediation Project  
 Solid Waste Storage and Disposal  
 T Plant  
 TRU Project  
 Waste Encapsulation and Storage Facility  
 Waste Receiving and Processing Facility  
 Maintenance and Storage Facility  
 200 West Pump and Treat  
 324 Facility

**Inspection - Portable and Fixed Ladders; Mobile Ladder Stands;  
Mobile Ladder Stand Platforms**

Published Date: 04/11/24

Effective Date: 04/11/24

**Table of Contents**

1.0 INTRODUCTION .....2

    1.1 Purpose.....2

    1.2 Scope.....2

    1.3 Applicability.....2

    1.4 Implementation .....2

2.0 PRECAUTIONS AND LIMITATIONS .....2

    2.1 Warnings and Cautions.....2

    2.2 Limitations.....2

3.0 PREREQUISITES .....3

    3.1 Tools, Equipment, and Materials .....3

    3.2 Special Personnel Requirements .....3

    3.3 Performance Documents .....3

4.0 PERFORMANCE.....4

    4.1 Fixed Ladder Inspection .....4

    4.2 Portable Ladder Inspection .....5

    4.3 Mobile Ladder Stand/Mobile Ladder Stand Platform Inspections.....5

    4.4 Disposition .....6

    4.5 Adjustments, Repairs, Conditional Acceptance, and/or Tagout .....6

5.0 FORMS.....8

6.0 RECORD IDENTIFICATION .....8

7.0 SOURCES.....8

    7.1 Requirements.....8

    7.2 References.....8

**Table of Figures**

Figure 1 - Minimum Clearance Criteria .....9

**Inspection - Portable and Fixed Ladders; Mobile Ladder Stands;  
Mobile Ladder Stand Platforms**

Published Date: 04/11/24

Effective Date: 04/11/24

**1.0 INTRODUCTION****1.1 Purpose**

This procedure is for inspection of permanently affixed (fixed) ladders, portable ladders, mobile ladder stands, and mobile ladder stand platforms to ensure conformance to the requirements of 29 CFR 1910 Subpart D, Articles 1910.23 Ladders, 1910.28 Duty to have fall protection and falling object protection, and 1910.29 Fall protection systems and falling object protection – criteria and practices, which require:

- All ladders shall be maintained in a safe condition.
- Prior to use ladders shall be inspected regularly, with the intervals between inspections being determined by use and exposure, not to exceed 12 months, (defined in CPCC-STD-SH-40314, *Ladders - Portable and Fixed*).

This procedure does not address step stools (less than 32 inches in height), stage platforms, scaffold platforms, or access ladders used on cranes or other mobile equipment.

**1.2 Scope**

This procedure provides instructions for inspection, minor repairs, adjustments, and tagging of permanently affixed (fixed) ladders, portable ladders, mobile ladder stands, and mobile ladder stand platforms.

**1.3 Applicability**

This procedure is applicable to all Central Plateau Cleanup Company (CPCCo) contract projects, programs, and facilities on the Hanford Site. The process described in this procedure applies to inspection of permanently affixed (fixed) ladders, portable ladders, mobile ladder stands, and mobile ladder stand platforms.

**1.4 Implementation**

This procedure is effective upon publication.

**2.0 PRECAUTIONS AND LIMITATIONS****2.1 Warnings and Cautions**

The work activity described in this procedure has been determined to be skill-based; however, the hazard of the specific work environment must be addressed during Preventive Maintenance and Surveillance (PM/S) activity preparation and execution. The hazards associated with the specific work environment could render the work as beyond skill-based.

**2.2 Limitations**

None

**Inspection - Portable and Fixed Ladders; Mobile Ladder Stands;  
Mobile Ladder Stand Platforms**

Published Date: 04/11/24

Effective Date: 04/11/24

**3.0 PREREQUISITES**

The PM technical authority shall ensure ladder safety devices manufacturer's requirements are included in an inspection or maintenance PM.

**3.1 Tools, Equipment, and Materials**

- Set of open end wrenches
- Rags
- Approved cleaning solvent
- Measuring tape
- Flat file
- Flashlight or Portable Lighting, as needed

**3.2 Special Personnel Requirements**

A competent person with the training, skill, and practical experience to identify existing and predictable hazards relating to portable or fixed ladders in the work environment and has authorization to take prompt corrective measures to eliminate such hazards.

Personnel performing competent person inspections on portable ladders shall complete the *Training Completion Record (TCR) CPCCo Competent Person – Portable Ladder Inspector* (Site Form A-6005-503).

Personnel performing competent person inspections on fixed ladders shall complete the *Training Completion Record (TCR) Competent Person – Fixed Ladder Inspection* (Site Form A-6006-419).

**3.3 Performance Documents**

- CPCC-PRO-OP-23749, *Miscellaneous Facility Tags*

**Inspection - Portable and Fixed Ladders; Mobile Ladder Stands;  
Mobile Ladder Stand Platforms**

Published Date: 04/11/24

Effective Date: 04/11/24

**4.0 PERFORMANCE**

This procedure establishes the steps for performing multiple inspections on different types of ladders. The user may perform only those sections needed. Sections may be performed as specified in the associated Job Control System (JCS) PM/S activity system or facility checklists (e.g., tickle file, surveillance procedures, etc.). Document any discrepancies found and actions taken in Comments section of data sheets. Sections 4.1, 4.2, and 4.3 can be worked in parallel with Section 4.5.

**4.1 Fixed Ladder Inspection**

4.1.1 PERFORM inspections and minor repairs/adjustments per the following checklist, as applicable, THEN GO TO Section 4.4:

- No loose, worn or bent rungs or side rails
- No loose screws, bolts or other metal parts
- No damaged or cracked welds for braces, rungs or joints in side rails
- No cracked, split or broken side rails, braces, or rungs
- No metal slivers on side rails or rungs
- No oily deposits on rungs or side rails
- No damage to non-slip treads or coating on rungs where installed
- Splices and connections in side rails are smooth and secure
- No excessive rusting or deterioration on outside ladders
- Ladder cages are properly welded and are not bent to impair climbing envelope and have no physical protrusions through cage envelope
- Ladder safety device is inspected and tested in accordance with the manufacture's requirements.
- Safety chains or safety swing gate at top is properly secured and in good working condition
- Clearances listed below shall not be compromised by pipe, conduit, support steel, etc.
  - 7 inches from rung centerline to nearest obstruction behind ladder
  - 30 inches from rung centerline to nearest obstruction on climbing side of ladder; for ladders without cages
  - 15 inches from the centerline of the ladder in the climbing space to obstructions on both sides of side rails
- Unavoidable obstructions, refer to Figure 1 for minimum clearance criteria

**Inspection - Portable and Fixed Ladders; Mobile Ladder Stands;  
Mobile Ladder Stand Platforms**

Published Date: 04/11/24

Effective Date: 04/11/24

**4.2 Portable Ladder Inspection**

4.2.1 PERFORM inspections and minor repairs/adjustments per the following checklist, as applicable,  
THEN GO TO Section 4.4:

- Manufacturer warning/instruction labeling is present and legible
- Steps/rungs are firmly attached and intact, and have slip resistant surfaces where installed
- No loose or missing support braces, rivets, bolts, screws, or other hardware/fittings
- No oil, grease, mud, or surface moisture on steps, rungs, and side rails
- No splinters, sharp edges, and burrs
- No dents, bending, or rusting of metal ladders
- No shakes, warping, decay, cracks, corrosion, or other irregularities
- Extension ladders- adequate condition of rope and pulley assembly
- Spreaders or other locking devices taut and functional where installed
- Non-slip safety feet are aligned, securely attached, and in good condition

**4.3 Mobile Ladder Stand/Mobile Ladder Stand Platform Inspections**

4.3.1 PERFORM inspections and minor repairs/adjustments per the following checklist as applicable,  
THEN GO TO Section 4.4:

- No sharp edges, burrs, or other safety hazards on exposed surfaces of mobile ladder stand/platform

**NOTE:** *Suitable outrigger frames may be used to achieve the required base dimension or other means used to guy or brace the unit against tipping.*

- Maximum work level height is less than or equal to four times the shortest base dimension of the mobile ladder stand/platform
- Step width is at least 16 inches for ladder stands/platforms
- Treads are slip-resistant for fabricated ladder stands/platforms
- Two or more swivel-lock casters installed to prevent movement
- Steps are uniformly spaced for mobile ladder stands/platforms
- Steps are at least 7 inches deep, with a rise between 9 and 10 inches
- Mobile ladders are sloped between 55° and 60°
- Handrails are installed on mobile ladder stands/platforms with more than five steps

**Inspection - Portable and Fixed Ladders; Mobile Ladder Stands;  
Mobile Ladder Stand Platforms**

Published Date: 04/11/24

Effective Date: 04/11/24

- Handrails are at least 29 inches high, if installed

**NOTE:** *Measurements must be taken vertically from the center of the steps.*

- A 4-inch nominal toeboard is installed on ladder stands/platforms with a work level 10 feet or higher above the ground or floor equipped with a standard

**4.4 Disposition**

4.4.1 IF ladder/platform is acceptable upon inspection,  
THEN:

- a. MARK "Sat" on the data sheet for fixed ladders.
- b. APPLY a verification sticker/tape/tag that includes the next due date, in a conspicuous location, (at approximate eye level if possible), on each ladder that successfully passes inspection.
- c. ENSURE only the most recent inspection sticker/tape/tag is visible.
- d. IF there are other ladders to inspect,  
THEN PROCEED to next ladder  
AND PERFORM Section [4.1](#), [4.2](#), or [4.3](#), as applicable.

4.4.2 IF ladder is unacceptable,  
THEN PERFORM Section [4.5](#).

**4.5 Adjustments, Repairs, Conditional Acceptance, and/or Tagout**

4.5.1 PERFORM minor adjustments/repairs, such as tightening, filing, or cleaning,  
THEN LIST on the JCS work record, the ladder/platform number and/or location and type of adjustment/repair performed.

4.5.2 IF adjustments/repairs are acceptable,  
THEN:

- a. DOCUMENT status and date repair made on the JCS work record,  
AND RETURN to inspection step where problem was discovered.
- b. PROCEED to next ladder/platform  
AND PERFORM Section [4.1](#), [4.2](#), or [4.3](#) as applicable.

4.5.3 IF fixed ladder clearance discrepancies are identified during the inspection,  
THEN NOTIFY the Field Work Supervisor (FWS) for resolution.

4.5.4 IF Field Work Supervisor (FWS) notified,  
THEN RESOLVE the fixed ladder clearance discrepancy(ies) as follows:

- a. EVALUATE clearance discrepancy(s) for impacts on the ability to safely use the ladder.



**Inspection - Portable and Fixed Ladders; Mobile Ladder Stands;  
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Published Date: 04/11/24

Effective Date: 04/11/24

- b. IF clearance discrepancies are conditionally acceptable, THEN COMPLETE the CPCC Conditionally Accepted Fixed Ladder Inspection tag (Example Reorder Number 2E1304203), with date accepted, next due date, and conditions of acceptance.
  - c. PRINT AND SIGN name on tag.
  - d. INSTALL tag in a conspicuous location, (at approximate eye level if possible), on the ladder, AND COMPLETE applicable sections of the data sheet.
  - e. PROCEED to next ladder/platform AND PERFORM Section [4.1](#), [4.2](#), or [4.3](#) as applicable.
- 4.5.5 IF minor repairs cannot be made, as described in [step 4.5.1](#), or fixed ladder clearance discrepancies cannot be resolved, THEN NOTIFY the Field Work Supervisor (FWS) and Shift Operations Manager.
- 4.5.6 TAG the ladder “Out of Service” in accordance with CPCC-PRO-OP-23749, *Miscellaneous Facility Tags*.
- a. INSTALL tag on ladder per one of the following:
    - Securely FASTEN tag in a conspicuous location.
    - LOCATE tag at bottom of ladder if the only way to access the ladder is from the bottom.
    - LOCATE tag at top of ladder if the only way to access the ladder is from the top.
    - LOCATE tags at top and bottom of ladder if alternate access paths are available.
- 4.5.7 IF the “Out of Service” tag was installed as an interim measure pending FWS availability, THEN RETURN to step 4.5.3 when Competent Person/POC is available.
- 4.5.8 IF repairs required are beyond the scope of these instructions, THEN LIST the ladder number or location AND NOTE problem(s) on the JCS work record.
- 4.5.9 INFORM the FWS that a work document for repairs is needed, listing the ladder number(s) or location(s) and the repair(s) needed.
- 4.5.10 PROCEED to next ladder AND PERFORM Section [4.1](#), [4.2](#), or [4.3](#) as applicable.

**Inspection - Portable and Fixed Ladders; Mobile Ladder Stands;  
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**5.0 FORMS**

None

**6.0 RECORD IDENTIFICATION**

All records are generated, processed, and maintained in accordance with CPCC-PRO-IRM-10588, *Records Management Processes*.

Records created during the performance of a work package shall be managed in accordance with CPCC-PRO-WKM-12115, *Work Management*.

**Records Capture Table**

<b>Name of Record</b>	<b>Submittal Responsibility</b>	<b>Retention Responsibility</b>
Work Package	Work Control	IRM Service Provider

**7.0 SOURCES****7.1 Requirements**

29 CFR 1910 Subpart D, Article 1910.23 and 28-29  
CPCC-STD-SH-40314, *Ladders - Portable and Fixed*

**7.2 References**

CPCC-PRO-IRM-10588, *Records Management Processes*  
CPCC-PRO-OP-23749, *Miscellaneous Facility Tags*  
CPCC-PRO-WKM-12115, *Work Management*

**Inspection - Portable and Fixed Ladders; Mobile Ladder Stands;  
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Figure 1 - Minimum Clearance Criteria

