

NAES STANDARD OPERATING PROCEDURE

Public Safety Department (OSH Division)

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1.0 PURPOSE

This SOP states that each jack shall be thoroughly inspected at times which depend upon the service conditions. Inspections shall be not less frequent than the following:
For constant or intermittent use at one locality once every six months.

2.0 APPLICATION

All personnel using a jack.

3.0 REFERENCES

29CFR1910.244,a,2,vi

4.0 PROCEDURES

Employees will check the following parts and assembly to ensure proper operation and operator safety:

1. **PUMP ASSEMBLY:**
 - a. Security, cleanliness, corrosion, fluid leaks.
 - b. Handle for freedom of movement, cracks, and security.
 - c. Effective operation.
2. **LIFTING ARM:**
 - a. Broken welds, cracks, missing hardware, links for distortion and binding.
 - b. Saddle for cracks and distortion.
3. **CASTERS/WHEEL:**
 - a. Freedom of movement, cracks, corrosion and security.
4. **JACK FRAME:**
 - a. Broken welds, cracks, paint chipping or peeling, corrosion and security.
 - b. Placards and operating instructions for presence security and legibility.

PROCEDURE (DOLLY TYPE)

Employees will check the following parts and assembly to ensure proper operation and operator safety:

1. **PUMP ASSEMBLY:**
 - a. Security, cleanliness, corrosion, fluid leaks.
 - b. Handle for freedom of movement, cracks, and security.
2. **LIFTING ARM:**
 - a. Broken welds, cracks, missing hardware, links for distortion and binding.
 - b. Saddle for cracks and distortion.

3. **CASTERS/WHEEL**

- a. Freedom of movement, cracks, corrosion and security.

4. **JACK FRAME:**

- a. Broken welds, cracks, paint chipping or peeling, corrosion and security.
- b. Placards and operating instructions for presence security and legibility.

5. **RESERVOIR**

- a. Check for proper hydraulic fluid level and leakage.

PROCEDURE (STAND JACK)

Employees will check the following parts and assembly to ensure proper operation and operator safety:

1. **PUMP ASSEMBLY**

- a. Security, cleanliness, corrosion, fluid leaks
- b. Pump handle for security, cracks, bent, cleanliness, corrosion
- c. Actuating linkage for security and excess play
- d. Open release valve and ensure rams fully retracted. Remove filler plug, check fluid (1/4 to 1/2 inch from filter hole). Fill as required using clean hydraulic fluid and servicing unit. Replace filler plug.

2. Check lifting unit for damage, cracked or broken weld, cleanliness, fluid leads, and corrosion.

3. Screw out extension screw to maximum extension.

- a. Check extension screw for positive stop at maximum extension.
- b. Inspect screw for rust, corrosion, damaged threads, jack pad rams for maximum extension.

4. Close release valve, open air (filler) valve slightly and pump rams to maximum extension.

NOTE: If ram extension hesitates during pumping or rams will not extend, air is trapped in system. To correct, ensure pressure is maintained on rams and open air valve further to release trapped air in reservoir.

- a. Rams for cleanliness, scratched/grooved surface, other obvious damage.
- b. Locknut for free movement, positive lock in any position (if so equipped). Top of ram for staked points or set screw. To prevent locknut from turning off ram.
- c. Check locknut operation to ensure stake points prevent locknut from disengaging with threads.
- d. Open release valve, rams to full retracted position, close air (filler) valve.

5. Jack

- a. Identification, instruction, modification plates for presence, legibility, security,
- b. Decals, stenciled markings for legibility
- c. Entire unit for cleanliness, corrosion.

INSPECTIONS SHALL BE CONDUCTED AT LEAST EVERY SIX MONTHS.