

Standard Operating Procedures Manual
City of Poquoson Fire and Rescue



**City of Poquoson
Fire and Rescue**

830 Poquoson Ave.
Poquoson, VA 23662
757-868-3510
F757-868-3514

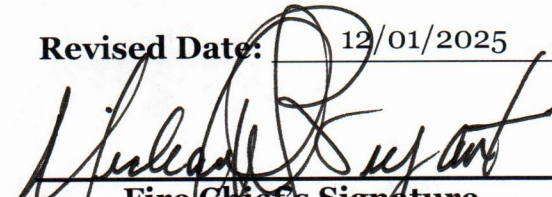
EQUIPMENT AND APPARATUS

SOP#: EA 7.00

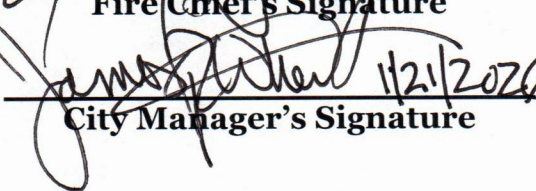
Title: Ladder Maintenance

Effective Date: 01/01/2009

Revised Date: 12/01/2025



Fire Chief's Signature



City Manager's Signature

LADDER MAINTENANCE

I. PURPOSE

To provide proper care and maintenance for Fire Department ladders so as to insure their usability and full service life.

To establish guidelines relative to the maintenance, cleaning and inspection of Fire Department ladders.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

II. APPLICABILITY

All career and volunteer personnel.

III. POLICY

- Fire Department ladders shall be visually inspected and cleaned annually and after each use.
- Fire Department ladders that have been found to have defects shall be removed from service for repair and/or replacement.

- Halyards on Fire Department ladders shall be replaced as needed, or at least every two (2) years.
- All hydraulic and mechanical ladders shall be professionally tested by a vendor selected by the city on an annual basis.

IV. RESPONSIBILITY

- It is the responsibility of the Company Officers to insure that proper care and maintenance procedures are followed by Fire Department members working with ladders.
- Members shall utilize the proper procedures and provide the proper care when maintaining the utilizing Fire Department ladders.

V. PROCEDURES

The following procedures should be utilized when inspecting Fire Department ladders.

- Remove dirt from the ladder with a mild soap, soft brush and running water. A solvent cleaner may be used to remove any oily or greasy residues.
- After rinsing or any time a ladder is wet, wipe it dry.
- Check for obvious defects (bends, tweaks, cracks, etc.)
- Check for broken or cracked welds.
- Check for cracked metal parts.
- Check for loose runs and/or rivets.
- All braces, slides, stops, locks, rivets, pulleys, and other movable parts should be examined

- Movable parts should be lubricated at least every six months.
- Check the halyard for wear and decay.
- Check the proper action of extension ladders.
- Check heat exposure tags.
- When defects are discovered, notify the Officer-In-Charge.
- All ground ladders **WILL BE** inspected and tested by Industrial Inspection & Analysis, yearly. Additional inspections may be required if suspected of damage sustained during any incident.