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ISD # 7 2 1**



A Service-Disabled Veteran-Owned Small Business

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Management Plan for Automotive Lifts



New Prague Area Schools

Management Plan for Automotive Lift

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New Prague Area Schools will use the Automotive Lift Institute (ALI) and the American National Standard Institute (ANSI) for automotive lifts as a guide for the use and maintenance of lifts.

1.0 General Information

The purpose of this program is to provide a basis for common understanding among district staff, students, and service personnel as to the minimum requirements for operating, inspecting, and maintaining district automotive lifts.

Craig Most is the designated contact for the Automotive Lift program at New Prague Area Schools.

The district will keep the following information available for reference, training, and posting:

- Manufacturer's operating manuals
- Safety placards
- Identification number of the lift
- All records of inspection

Specific information about the lift is available in the manufacturer's manual. The manual is stored at the location of the automotive lift and is readily available upon request.

2.0 Operation

2.1 Training

The District documents that employees and students who are authorized to operate automotive lifts are instructed in the safe use and proper operation of the lift. No one is to operate an automotive lift without proper authorization or training.

2.2 Operator Training Documentation

A competence test must be given to students who wish to operate the lift. The district's Automotive Shop Instructor determines whether student training is documented and filed.

2.3 Operator Responsibilities:

- The operator operates the automotive lift only after being properly instructed or trained in accordance with this Standard and manufacturer-supplied instructions.
- The operator uses all applicable safety features provided on the automotive lift, and operates the lift in accordance with the instructions furnished by the lift manufacturer.
- The operator of the lift is responsible for the cleanliness and orderliness of the lift and its surroundings so that the lift can be used safely.
- The district takes all appropriate steps to follow the recommended inspection procedures of the lift manufacturer. Under no circumstance should the lift operator fail to visually inspect or take notice of the following features on a daily basis:
 - Accessibility and readability of the operating procedures, safety tips, and generic safety material
 - Accessibility and readability of safety warning labels and rated load capacity of the lift
 - Proper operation of lift controls, restraints, and locking devices
 - Deformation and excessive wear of any lift structural components
 - Damage or excessive wear on any of the lift contact points which engage the tires, frame, body, or axles
 - Evidence of hydraulic or pneumatic leaks
 - Cracks or loose concrete around floor anchor bolts

2.4 Operator Reporting

If any of the described conditions above are observed, the operator stops using the lift and reports the condition to the Buildings and Grounds Supervisor.

If any of the conditions are observed, the lift is not used until the problem has been determined and the appropriate repairs have been made by a qualified lift technician. The lift is locked and tagged out in compliance with New Prague Area Schools Lockout/Tagout program to prevent employees and students from using the lift until it is fixed properly.

3.0 Inspections

3.1 Periodic Inspections

The district's Automotive Shop Instructors and Mechanics conduct monthly inspections following the manufacturer's recommended inspection point.

3.2 Annual Inspections

New Prague Area Schools documents that the lift is being inspected, at a minimum, annually by Southern Minnesota Inspection.

3.3 Inspection Documentation

All inspection records are kept in the Buildings and Grounds office.

3.4 Inventory

Auto Lift Inventory – Updated 02/21/14

Type Make/Model	Location	Inspection Documentation found	Comments
Rotary/SPOA9N400	High School Auto Shop	6/2014	
Rotary/SPOA10N700	Bus Garage	6/2014	Used by mechanics

4.0 Repairs

4.1 Repair Maintenance

When it has been determined that repairs are needed, the Instructor or Mechanic contacts New Prague Area Schools Director of Operations who will arrange to have the lift serviced.

4.2 Repair Documentation

A record of repairs is provided to the school and maintained near the lift and are be copied and filed.

5.0 Modifications

No modifications will be made to the lift without permission of the manufacturer.

Appendix A

Inspection Checklist

HOIST INSPECTION CHECKLIST

Okay
 Needs Attn.
 N/A

District/Company _____ Location of Hoist: _____
 Inspector (print and sign): _____ Date: _____

⇒ Check lines, tanks, valves, drain pumps, and other parts of air or hydraulic systems for deterioration or leakage.
 Comments: _____

⇒ Check functional operating mechanisms for problems interfering with proper orientation.
 Comments: _____

⇒ Check hooks for safety latches. Safety latch must be present for use.
 Comments: _____

⇒ For hooks with deformation or cracks: hooks that have a throat opening that is 15% more than normal or more than 10° twisting must be discarded.
 Comments: _____

⇒ Visually check hoist chains, including end connections, for excessive wear, twist, distorted links, or stretch.
 Comments: _____

⇒ Check all functional operating mechanisms for excessive wear of components.
 Comments: _____

⇒ Check rope reeving for noncompliance with manufacturer's recommendations.
 Comments: _____

⇒ The following deficiencies shall be corrected before placing the unit in service:

- Deformed, cracked, or corroded members
- Loose bolts or trivets
- Cracked or worn sheaves and drums
- Worn, cracked, or distorted parts such as pins, bearings, shafts, gears, rollers, and locking/clamping devices
- Excessive wear of chain drive sprockets and excessive chain stretch
- Electrical apparatus for signs of pitting or any deterioration of controller contactors, limit switches, and push-button stations

Comments: _____

⇒ Wire rope inspection (if applicable) – deterioration should be carefully observed and a determination made as to whether further use of the rope would be considered a safety hazard. Conditions that could result in an appreciable loss of strength include:

- Worn, corroded, or broken outside wires,
- Corroded, cracked, bent, worn, or improperly applied end connections
- Severe kinking, crushing, cutting, or unstranding
- Reduction of rope diameter below nominal diameter due to loss of core support, internal or external corrosion, or wear on outside wires
- A number of broken outside wires and the degree of distribution or concentration or such broken wires

List ropes inspected and comments:

HOIST INSPECTION MUST BE PERFORMED PRIOR TO EACH USE