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**NATIONAL OPERATIONS
SUPPORT
FLASH**

**Doc. No
2003-00678-OSP
ISSUE: A
ISSUE DATE: 8-26-2003**

Purpose	<ul style="list-style-type: none">○ Standard Extension (Class 1AA only) Ladder Modifications.○ Leveloc Accessory (All Ladders) (Non-Mandatory Preference Options)
Personnel affected	All National Operations Personnel
Distribution	All National Operations Personnel
Effective Date	This Method and Procedure becomes effective upon receipt.
Contact	Refer questions regarding this method to: Wes Wolfert, Specialist, National Operations Support Staff 215-466-7802 Buddy Waugh, Manager, National Operations Support Staff 972-718-2718

Please Distribute Immediately.



Standard Extension Ladder Modifications (Non-Mandatory Preference Options)

Verizon Extension Ladders, Class 1AA will be delivered equipped with a Standard “V” rung located *inside* the side rails for placement against poles.

Option for Small “V” rungs.

Extension Ladders that have been received with large “V” rungs and require a change to a smaller version “V” rung will require installation by an approved vendor since the modification is a complex task.

Option for Large “V” rungs.

Ladders received with small “V” rungs that require modification or addition of the large “V” rung attachments may be installed by Field Technicians.
See ordering information below.

VZ WEST (designed for field installation):

87293594 Vender Part # 70-1
V-RUNG NON-PADDED FOR LARGE POLES

11004169 Vender Part # 71-1
V-RUNG PADDED FOR LARGE POLES.

VZ EAST (designed for field installation):

700-255-700 Vender Part # 71-1
V-Rung Retrofit Kit Padded

700-255-699 Vender Part # 70-1
V-Rung Retrofit Kit Non-Padded

VZ EAST (designed for Vender provided Installation)

700-254-731 KIT RETROFIT LEVELOC FOR (Class 1AA 375LB) FIBERGLASS LADDERS.

Note:

Leveloc Retrofit kit installation will require approved vendor provided installation. Confirmation From Corp. Sourcing for Approved Vendor may be required since Vendor contracts may change over periods of time.)

Leveloc Use Training

Leveloc Corporation will supply Leveloc Use Training in either VHS or CD format, free of charge. Work centers may call Leveloc at 888-811-1727 and inform them that caller is a Verizon Employee to request a copy of the training video.

Additional Fiberglass Ladder Information (All Areas):

- There are no requirements to engage in vendor provided annual inspections that include repairs and or re-surfacing.
- Vendors should not be placing annual inspection decals on Verizon ladders.
- Local / Regional determination will require expense approval.
- As a required action prior to each use, ladders are to be inspected for structural and working part defects by the technician.
- Defects found will be reported to a Supervisor.

Employees required to use ladders must be trained in the proper use and inspection of the ladder. It is the employee's responsibility to visually inspect the ladder for defects before each use. If a minor defect is identified (broken rope, loose bolts, etc.) the employee must notify their supervisor and fix the unsafe ladder before it may be used. If a major defect is found the ladder shall be tagged "Dangerous, Do Not Use" and must be withdrawn from service for vendor repairs or destruction.

- Local / Regional determination will require Vendor expense approval.

Vendor provided ladder repairs are facilitated via a Verizon Sourcing contract with Batavia Services Inc. Verizon Sourcing contact H. Bolton @ 212-338-7010