

STANDARD OPERATING PROCEDURES			
REMOVAL OF COMPROMISED LEAF SPRINGS			
Supersedes Policy Dated		Revision Date	5/7/18

To: All Channels

From: Service Ops

Re Policy: **Removal of compromised leaf spring**

Purpose: This document is intended to communicate the 4 Wheel Parts policy regarding safe work practices while performing the removal of a damaged or compromised leaf spring.

Scope: We will explain the correct techniques, tools and procedures to follow while performing removal and repairs.

Definitions: For purposes of this document, the word leaf springs will be defined as a “mechanical” device that supports the vehicle load and its suspension movement.

References:



New Condition



Damaged or Compromised



Requirements: Mechanics must be trained on safe work practices before performing repairs and or installation of aftermarket suspension kits and components.

Required PPE: Work uniform (includes long pants), safety glasses with side shields, cut/abrasion resistant gloves, safety- toe leather boots

Please review the necessary tools and procedures to safely remove and replace compromised or damaged leaf springs:

- I. All PPE “Personal Protective Equipment” must be worn to prevent injury to employee.
- II. Vehicle needs to be safely racked on the automotive hoist and supported by approved “pole jacks” located at both the front and rear of the vehicle.
- III. Tire and wheel must be removed from vehicle prior to start of the procedure.

Only use the correct tools for the job that are in good working order.

- I. Never use a tool(s) that are compromised or damaged.
- II. Only use tools that have been purchased from a reputable supplier and are in good working order.



C-Clamps



Welding Vise grips

Procedures: Make sure PPE is used at all times during the procedure

Method for removal

- I. Support the axle with an approved “pole jack”.
- II. Clamp the leaf spring pack in front of and behind the location center pin with either a C-Clamp or welding vise grips so the leaf pack are all making contact with each other.



- III. Remove shocks from vehicle.
- IV. With the axle supported remove U-Bolts from one side of the vehicle only.
- V. Lower axle just enough to remove the leaf spring.
- VI. Loosen bolts from leaf spring mounts but do not remove at this time.
- VII. Have an assistant help with the removal of the spring.
 - Use Caution, the leaf spring is heavy and awkward to be handled by one person. Use the buddy system.



- VIII. Remove bolts and carefully remove leaf spring from vehicle.
- IX. Once the leaf spring is safely removed from the vehicle, slowly loosen C-clamps until there is no tension on the leaf springs.



Use caution and never place hands or body parts in or around unsupported vehicle parts or equipment

Responsibilities: Failure to follow any/or all safety guidelines listed above will result in further disciplinary actions up to and including termination. Discipline will be applied to all who fail to follow guidelines (salesperson, technician, service manager and/or retail manager)