

DISCLAIMER: These Standard Operating Procedures (SOP's) are for the exclusive use of Navy Public Works Center (PWC) Norfolk. They are promulgated as guidance for their NAVFAC Commands. If intended to be used by other activities, they must be tailored to each activity's particular requirements and must be reviewed/approved by the activity's safety professionals prior to use.

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Standard Operating Procedure  
Trailer Towing

Safety Equipment Required:

Gloves  
Safety shoes

Equipment required:

Trailer hitch equipped truck  
Trailer

**PROCEDURE**

1. At the storage site, using a spotter for directions, back the truck near the trailer.
2. Move the trailer to rear of truck.
3. Lift trailer tongue and attach to truck hitch.
4. Raise support leg and lock in place.
5. Lock hitch and attach chains.
6. At the job site unhook the chains, and unlock the hitch.
7. Lower the support leg and remove the tongue from the hitch.