

LADDER CHECKLIST FORM

All ladders must be inspected BEFORE use, examined by a competent person every six months and a record of the results of the examination entered in the Register.		
Ladder Description:		
Ladder Identification:	Inspection Date:	
Inspected by (Print Name):	Inspected by (Signature):	
Ladders (General)	Result of Examination	
	Pass/Fail	(ACTION TAKEN)
Ladder suitable for working environment		
Ladder complies with EN131 standard (Professional)		
Identification and ladder inspection label present and eligible		
Check stiles for distortion, warped, bent, twisted, cracked or split		
Check loose steps or rungs (Consider loose if they can be moved by hand)		
Check for splinters/ splinters and or sharp edges on stiles, rungs or steps		
Check extension fittings for security and serviceability		
Check all rivets and fastenings are not missing and are in good condition		
Check for corrosion (Scrape area with screwdriver to assess damage)		
Ladder covered in paint, may hide defects – Remove from use, remove paint or discard		
Check non-slip bases/ feet are not missing, worn or damaged		
Overall outcome of ladder inspection		
Stepladders (Additional checks)	Pass/Fail	(ACTION TAKEN)
Check stepladders are not wobbly when positioned as this demonstrates side strain		
Check locking mechanisms, hinge brackets/spreaders are not loose or bent		
Check locking mechanisms, hinge bracket/spreaders are not broken and are fully effective		
Check the stepladder platform is not split, buckled and is fully locked		
Extension ladders and roof ladders (Additional checks)	Pass/Fail	(ACTION TAKEN)
Check each section of ladder individually for damage and ensure each section has the same ladder identification number present and eligible.		
Check loose, broken or missing extension locks		
Check worn or badly deteriorated cords		
Check for damaged, missing or seized pulleys		
Check any special feature (Roof ladder ridge hook) for damage		
Storage and additional working at height equipment		
Note 1: Store ladders under cover and in proper racks and ensure the ladder is adequately supported. Do NOT hang the ladders on brackets by the styles		
Stored correctly (Circle as appropriate)	Yes	No
Ladder stability devices and or standoff devices present and if so (Circle as appropriate)	Yes	No
Are they in good condition (If not remove from use and replace) (Circle as appropriate)	Yes	No
Photos attached for evidence (Circle as appropriate)	Yes	No