

# Ladder Inspection

This is a free example of a safety template. For further information, guidance or for help if you find a problem and don't know what to do about it, please email us for a free site assessment.

[info@orbisenvironmental.com](mailto:info@orbisenvironmental.com), call us on **01656 470044** or visit our website [www.orbisenvironmental.com](http://www.orbisenvironmental.com)

This checklist is to be completed and recorded every 6 months as a minimum.

Staff are also to complete a pre use check for each use.

Inspection conducted by (Competent Person):				Date:				
Ladder identification:				Ladder length (ft.):				
Ladder type:		Ladder material:		Fiberglass	Metal	Wood		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>General for all</b>							<b>Yes</b>	<b>No</b>
1	Are the joints between the steps/rungs and side rails tight?						<input type="checkbox"/>	<input type="checkbox"/>
2	Are all hardware and fittings secure (nails, screws, bolts, rivets, hinges, etc.)?						<input type="checkbox"/>	<input type="checkbox"/>
3	Are there any loose, cracked, split, dented, rusted, corroded, broken or missing rails, steps or rungs?						<input type="checkbox"/>	<input type="checkbox"/>
4	Are there any sharp surfaces or burrs on rails, steps, rungs or spreaders?						<input type="checkbox"/>	<input type="checkbox"/>
5	Are any steps, rungs, endcaps or shoes damaged or missing?						<input type="checkbox"/>	<input type="checkbox"/>
6	Are the slip-resistant ladder surfaces (rails, steps and rungs) clean and free of dirt, oil and grease?						<input type="checkbox"/>	<input type="checkbox"/>
7	Do all movable parts operate freely without binding or undue play?						<input type="checkbox"/>	<input type="checkbox"/>
8	Is the instructions/warning label missing or not readable?						<input type="checkbox"/>	<input type="checkbox"/>
9	Is the ladder completely stable (no wobbling, resting on an even dry surface)?						<input type="checkbox"/>	<input type="checkbox"/>
<b>Step Ladder</b>							<b>Yes</b>	<b>No</b>
10	Does step ladder have slip resistant shoes, front and rear side rails, steps, top cap, spreaders or locking hinges?						<input type="checkbox"/>	<input type="checkbox"/>
11	Is the spreader loose, bent or broken?						<input type="checkbox"/>	<input type="checkbox"/>
12	Is the spreader or locking device fully functional?						<input type="checkbox"/>	<input type="checkbox"/>
13	Other:						<input type="checkbox"/>	<input type="checkbox"/>
<b>Straight Ladder</b>							<b>Yes</b>	<b>No</b>
14	Does straight ladder have slip resistant shoes, side rails, rungs, endcaps, and instruction/warning label						<input type="checkbox"/>	<input type="checkbox"/>
15	Other:						<input type="checkbox"/>	<input type="checkbox"/>
<b>Extension Ladder</b>							<b>Yes</b>	<b>No</b>
16	Does extension ladder have slip resistant shoes, side rails, rungs, endcaps and instruction/warning label?						<input type="checkbox"/>	<input type="checkbox"/>
17	Does extension ladder have guides or brackets, rung locks, and rope and pulley system for fly section(s)?						<input type="checkbox"/>	<input type="checkbox"/>
18	Are there any loose, broken, missing or defective (don't seat properly) extension locks?						<input type="checkbox"/>	<input type="checkbox"/>
19	Is the rope for the pulley system frayed or worn?						<input type="checkbox"/>	<input type="checkbox"/>
20	Other:						<input type="checkbox"/>	<input type="checkbox"/>
<b>Specialty Ladder</b>							<b>Yes</b>	<b>No</b>
21	Are any parts of platform or guard rails missing, loose, bent or broken?						<input type="checkbox"/>	<input type="checkbox"/>
22	Are any casters loose, have rust or corrosion?						<input type="checkbox"/>	<input type="checkbox"/>
23	Are any fasteners, locks or hinges loose, bent, broken or missing?						<input type="checkbox"/>	<input type="checkbox"/>

<b>Comments:</b>	
<input type="checkbox"/>	<b>Ladder is Safe and can continue to be used</b>