

## Portable Ladder Inspection Checklist

Department					Location of ladder:				
Inspection conducted by (Competent Person):						Date <a href="#">Click to enter date</a>			
Ladder identification:					Ladder length (ft.):				
Ladder type:	Step <input type="checkbox"/>	Straight <input type="checkbox"/>	Extension <input type="checkbox"/>	Specialty <input type="checkbox"/>	Specialty type:	Ladder material:	Fiberglass <input type="checkbox"/>	Metal <input type="checkbox"/>	Wood <input type="checkbox"/>

General for all		Yes	No
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, any part of the ladder painted?	<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"/>
10	Other:	<input type="checkbox"/>	<input type="checkbox"/>
Step Ladder		Yes	No
11	Does step ladder have functional slip resistant shoes, front and rear side rails, steps, top cap?	<input type="checkbox"/>	<input type="checkbox"/>
12	Is the spreader/locking hinges loose, bent or broken?	<input type="checkbox"/>	<input type="checkbox"/>
13	Is the spreader or locking device fully functional?	<input type="checkbox"/>	<input type="checkbox"/>
Extension/Straight Ladder		Yes	No
14	Does ladder have slip resistant shoes, side rails, rungs, endcaps and instruction/warning label?	<input type="checkbox"/>	<input type="checkbox"/>
15	Are there any loose, broken, missing or defective (don't seat properly) extension locks, guides or brackets?	<input type="checkbox"/>	<input type="checkbox"/>
16	Is the rope for the pulley system frayed or worn?	<input type="checkbox"/>	<input type="checkbox"/>
Specialty Ladder		Yes	No
17	Are any parts of platform or guard rails missing, loose, bent or broken?	<input type="checkbox"/>	<input type="checkbox"/>
18	Are any casters loose, have rust or corrosion?	<input type="checkbox"/>	<input type="checkbox"/>
19	Are any fasteners, locks or hinges loose, bent, broken or missing?	<input type="checkbox"/>	<input type="checkbox"/>

Item #	Comments/Action Items (tagged out as damaged and removed from use)
<input type="checkbox"/>	Ladder is in good condition