**Ladder Inspection Checklist**

Ladders should be checked briefly before every use and formally inspected every 6 months (if used once a week or more) or 12 months (if used less than once a week) using this checklist.

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| --- | --- | --- |
| **Date of Inspection:** | **School/Service Ladder ID No. :** | **Inspected by:** |
|  |  |  |

|  |  |
| --- | --- |
| **Location at time of inspection:**  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item to be checked** | **Condition****Pass / Fail** | **Action Required** | **Who by** | **When by** |
| **GENERAL** |  |  |  |  |
| Suitable for work use |  |  |  |  |
| Loose steps or rungs (consider loose if they can be moved by hand).Remove from use: repair or discard |  |  |  |  |
| Loose, damaged or corroded nails, screws, bolts or other metal parts.Remove from use: repair or discard |  |  |  |  |
| Warped, bent or twisted stiles.Discard: do not attempt repair |  |  |  |  |
| Cracked, split or broken stiles, braces, steps or rungs.Discard: do not attempt repair |  |  |  |  |
| Slivers/splinters on stiles, rungs or steps.Remove from use: repair or discard |  |  |  |  |
| Damaged, missing or worn non-slip feet.Remove from use: repair or discard |  |  |  |  |
| Ladder painted (may hide defects).Remove from use: remove paint or discard |  |  |  |  |
| **STEPLADDERS** |  |  |  |  |
| Wobbly or unstable.Remove from use: repair or discard |  |  |  |  |
| Loose or bent hinge spreaders.Remove from use: repair or discard |  |  |  |  |
| Broken stop on hinge spreaders.Discard: do not attempt repair |  |  |  |  |
| Loose hinges.Remove from use: repair or discard |  |  |  |  |
| **EXTENSION LADDERS** |  |  |  |  |
| Loose, broken or missing extension locks.Discard: do not attempt repair |  |  |  |  |
| Defective locks that do not seat properly when ladder is extended.Remove from use: repair or discard |  |  |  |  |
| Deterioration of rope.Remove from use: repair or discard |  |  |  |  |

**IMPORTANT: Ladders should not be re-used until proper repairs have been carried out – remove ladder to a safe place and attach warning notice to prevent use.**

**NOTE: Discarded ladders should be cut up or broken beyond repair, to prevent re-use.**