

Ladder Inspection Sheet

Name & Position of person carrying out the checks:	
Date & Time of Inspection:	
Location of ladder:	
Make/Type of Ladder:	
Ladder Identification Number:	

Ladder Inspection Checks		Yes	No	N/A	Comments
1	General condition sound (clean, dry, free				
2	No cracks.				
3	No rungs missing or loose.				
4	Not painted.				
5	No stiles damaged or bent.				
6	No warping or splitting (wood).				
7	No corrosion (metal).				
8	No sharp edges or dents (metal).				
9	No rungs bent (metal).				
10	Footpads present and securely fixed.				
11	Caps/rubber fittings in good condition.				
12	Slip-resistant rubber or plastic feet present.				
13	Bracing in good condition (stepladders).				

Pre-Use Site Checks		Yes	No	N/A	Comments
14	Has the correct type of ladder been selected?				Class 1 Industrial - heavy duty (maximum load 175kg) Class EN131 Commercial - medium duty (maximum static load 150kg) Class 3 Domestic - light duty
15	Ladder positioned in a secure location, free from being struck by vehicles or knocked over by opening doors and windows.				
16	Ladder is placed against a strong non-fragile surface.				
17	Ladder is placed on even and stable ground.				

18	Ladder placed at the correct angle (75 degrees / 1 in 4).				
19	Can the work be done without over reaching / stretching?				
20	Ladder extends 1 metre above the working platform or is a suitable handhold available.				
21	Top of ladder is tied securely by the use of ropes, ties or other stability devices (ensuring that the ladder is not secured by its rungs).				
22	If top of ladder is not tied, bottom of ladder is secured or second footed.				
23	Are suitable working platforms provided for ladders that are more than 9 metres in length?				
24	Is the correct footwear being worn? i.e. clean soles, in good condition, no dangling laces				
25	Are tools stored in shoulder bags or holster belts?				
26	Are barriers and signs in place to prevent people straying into the work area?				
	Step Ladder Checks				
27	Step ladder placed on even ground.				
28	Step ladder positioned correctly (it should not be positioned side on to work tasks).				
29	Is there a handhold such as a handrail available? Ensure that that the top two or three rungs are not worked from unless they have been specifically designed with special hand holds.				
30	Are the side hinges fully extended and securing clips in good condition and in working order?				

No	Further Actions Necessary	By Whom/Date