

Ladder Inspection Checklist



Ladder Details

Ladder Asset No/Ref:

Current Location:

Date:

Inspector:

Signed:

Any outstanding comments or actions from last inspection?

Inspection Type: 3 Monthly | 6 Monthly | 12 Monthly

Ladder Type:

Stiles	Y	N	Rungs or Treads	Y	N
<i>Are the stiles:</i>			<i>Are the rungs/ treads:</i>		
Straight when sighted and not bowed or twisted	<input type="checkbox"/>	<input type="checkbox"/>	All there	<input type="checkbox"/>	<input type="checkbox"/>
Free from impact damage	<input type="checkbox"/>	<input type="checkbox"/>	Straight & tight (cannot be moved by hand)	<input type="checkbox"/>	<input type="checkbox"/>
Free from splinters, holes, tears, splits	<input type="checkbox"/>	<input type="checkbox"/>	Free from over wear with no cracks or dents	<input type="checkbox"/>	<input type="checkbox"/>
Free from corrosion, rot, mould, fungus	<input type="checkbox"/>	<input type="checkbox"/>	Free from corrosion, rot, mould, fungus	<input type="checkbox"/>	<input type="checkbox"/>
Free from paint, chemical or other contamination	<input type="checkbox"/>	<input type="checkbox"/>	Free from paint, chemical or other contamination	<input type="checkbox"/>	<input type="checkbox"/>

Feet & End Caps	Y	N	Brackets, Hooks & Catches	Y	N
<i>Are the feet & end caps:</i>			<i>(If a stabiliser bar is present, inspect this here)</i>		
All there	<input type="checkbox"/>	<input type="checkbox"/>	<i>For Leaning Ladders only, are they:</i>	<input type="checkbox"/>	<input type="checkbox"/>
Secure with no loose or missing fixings	<input type="checkbox"/>	<input type="checkbox"/>	All there and securely fixed	<input type="checkbox"/>	<input type="checkbox"/>
Free from over wear with tread in good condition	<input type="checkbox"/>	<input type="checkbox"/>	Working smoothly with no missing or damaged wear pads	<input type="checkbox"/>	<input type="checkbox"/>
Free from splits, cracks or other damage	<input type="checkbox"/>	<input type="checkbox"/>	Free from corrosion, rot, mould, fungus	<input type="checkbox"/>	<input type="checkbox"/>
Free from paint, chemical or other contamination	<input type="checkbox"/>	<input type="checkbox"/>	Free from paint, chemical or other contamination	<input type="checkbox"/>	<input type="checkbox"/>
			Are the supporting stiles straight (not twisted out)	<input type="checkbox"/>	<input type="checkbox"/>

Ladder Fittings	Y	N	Ropes & Pulleys	Y	N
Ladder Hinges - free throughout movement	<input type="checkbox"/>	<input type="checkbox"/>	- working smoothly with no missing parts	<input type="checkbox"/>	<input type="checkbox"/>
- free from damage	<input type="checkbox"/>	<input type="checkbox"/>	- free from damage	<input type="checkbox"/>	<input type="checkbox"/>
Tie Rods & Struts - are all there	<input type="checkbox"/>	<input type="checkbox"/>	- ropes free from fraying, cuts or wear	<input type="checkbox"/>	<input type="checkbox"/>
- securely fixed	<input type="checkbox"/>	<input type="checkbox"/>	Locking Bars (Stepladders only) - locks correctly, or anti-splay cords are intact & secured	<input type="checkbox"/>	<input type="checkbox"/>
- free from damage	<input type="checkbox"/>	<input type="checkbox"/>	Hand/ Guard Rails - intact & securely fixed	<input type="checkbox"/>	<input type="checkbox"/>
Rivets & Welding - all intact and secure	<input type="checkbox"/>	<input type="checkbox"/>	Access Gates - Intact & securely fixed	<input type="checkbox"/>	<input type="checkbox"/>

Inspection Summary	Y	N	Y	N	
Are the ladders of suitable classification?	<input type="checkbox"/>	<input type="checkbox"/>	Is the Ladder Inspection Tag & Holder present And in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Is the ladder unmodified and in its original condition?	<input type="checkbox"/>	<input type="checkbox"/>	Are the Safe Use & Warning labels present and legible?	<input type="checkbox"/>	<input type="checkbox"/>
Has the ladder passed the inspection and is fit for use?			<input type="checkbox"/>	<input type="checkbox"/>	
If 'No' the Ladder Log Inspection tag should be reversed to display the 'Do Not Use This Equipment' warning and the ladders removed from service to a secure quarantine location for further investigation.					

Comments and Action Required:

Ladder Inspection Guide



The Ladder Inspection Checklist is designed to be completed by someone who has been on a Ladder Inspection Training Course, or is suitably qualified and experienced to complete a detailed visual ladder inspection. These notes supplement the checklist - expanding on important points, and give additional reference information.

Rungs or Treads

Check the following:

1. With one end of the ladder resting on the ground raise the other end and with each hand grasping a stile end try to displace the stiles by pushing on one and pulling the other. Any movement or give will indicate insecurely fixed rungs or treads.
2. In the case of ladders with rungs grasp and attempt to rotate each in turn. Any that do or move are not securely fixed.
3. Tap the rungs or treads lightly with a pen or small hammer handle. A cracked, decayed, loose or short grained rung or tread will not ring true compared to the other rungs or treads.

! In the event that any damage is discovered it is important to take the ladder out of service and remove it to a secure quarantine location thus physically preventing unauthorised use.

The Ladder Log Inspection tag should be reversed to display the 'Do Not Use This Equipment' message as clearly visible warning to operators not to use this ladder.

If there is any doubt as to whether the damage discovered renders the ladder unsafe to use the golden rule is to contact the manufacturer for further advice and information.

More detailed guidance and advice regarding detailed ladder inspections are available online at www.ladderlog.com.



Stiles

Check the following:

1. It is important that the entire ladder stile can be thoroughly and completely checked, it is the main reason that Ladder Log Tag Holders are see through. Paint, labels, opaque tag holders and dirt can easily cover up a major defect.
2. At the top and bottom of the ladder try to pull the stiles apart and then to push them together using a reasonable amount of force. Any movement will indicate defective rung joints.
3. For aluminium ladders check both stiles thoroughly for dents that may adversely affect the safe use of the ladder.
4. For timber and fibre glass ladders check that the stiles are not warped, cracked or splintered. In addition please see the panel detailing further checks for fibre glass ladders.
5. Remember to check the ends of the stiles for wear and damage.
6. Any corrosive chemical contamination must be removed and areas of contamination thoroughly checked for ingress into the stiles or rungs.

! Any dirt, oil or grease must be cleaned from the ladder particularly from the rungs.

Areas subject to rot, mould or fungus should be carefully examined to ensure the structural integrity of the ladder has not been affected.

Get more useful tips and downloadable resources online at www.ladderlog.com.

Guide to Ladder Part Names



Ladder Standards



Class 1 is for industrial use. They have a maximum load of 175kg and a duty rating of 150 kg.



EN131 is perfect for professionals in trade use and has a maximum load of 150 kg and a duty rating of 115kg.



Class 3 on step and extension ladders have a static load of 125kg and are for consumer use only.

Under new standards which changed in 2018, class 1 has been replaced with EN131 Professional and domestic ladders will now come under the EN131 Non-Professional Classification. Both of which have a 150kg maximum load, the only difference is in how rigorously they are tested. All ladders over 3m will now require a stabiliser bar.

Please Note: You may not have to make immediate changes to your ladders, to keep up to date with these standards please visit:

www.ladderstore.com/ladder-standards-2018