LADDER INSPECTION CHECKLIST

Competent person inspection - complete before first use each work shift.

LADDER DETAILS

Ladder ID / tag		**Inspection date**		**Inspected by**	
Ladder type		**Duty rating**		**Material**	
Length		**Project**		**Location**	

SIDE RAILS, RUNGS AND FEET

Inspection item	Pass	Fail	N/A	Corrective action / owner
Rails free of cracks, splits, bends or dents				
No corrosion, rot, splinters or delamination				
Ladder not modified, spliced or field repaired				
All rungs and steps present, straight and secure				
Rungs free of grease, mud, ice, paint or debris				
Slip resistant rung surface intact				
Non-slip feet present on both rails and not worn smooth				
Top cap and pail shelf secure and undamaged				

HARDWARE, LABELS AND RATING

Inspection item	Pass	Fail	N/A	Corrective action / owner
All rivets, bolts and screws tight and present				
Spreader bars open fully and lock (step ladders)				
Rung locks engage positively (extension ladders)				
Rope and pulley intact, rope not frayed				
Extension sections slide without binding				
Duty rating and warning labels present and legible				
Duty rating suits the worker plus tools and material				
Non-conductive ladder used for any electrical work				

SET-UP AND USE VERIFIED WITH THE CREW

Inspection item	Pass	Fail	N/A	Corrective action / owner
Extension ladder set at a 4 to 1 pitch				
Extends at least 3 feet above the landing				
Secured at the top or footed by a second person				
Placed on firm level ground, not on boxes or drums				
Clear of doorways, traffic and equipment swing radius				
Three points of contact maintained, tools hoisted not carried				

RESULT AND SIGN-OFF

Overall result (Pass / Fail)		**Tag applied (Green / Red)**		**Removed from service?**	
Defects found / action taken		**Competent person signature**		**Date**	

Any Fail on a structural item means the ladder is removed from service immediately and tagged Do Not Use.

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