



### ANNUAL LADDER INSPECTION CHECKLIST

Date \_\_\_\_\_ Inspectors Initials \_\_\_\_\_  
 Ladder ID \_\_\_\_\_  
 Location \_\_\_\_\_ Supervisor \_\_\_\_\_

LADDER DESCRIPTION (Check appropriate Material & Style)								
Material:	<input type="checkbox"/>	Wood	<input type="checkbox"/>	Aluminum	<input type="checkbox"/>	Fiberglass	<input type="checkbox"/>	Metal
Style:	<input type="checkbox"/>	Single	<input type="checkbox"/>	Extension	<input type="checkbox"/>	Step	<input type="checkbox"/>	Fixed

INSPECTION CHECKLIST						
Side Rails	<input type="checkbox"/>	Good	<input type="checkbox"/>	Need Repair	<input type="checkbox"/>	Not Applicable
Rungs/steps	<input type="checkbox"/>	Good	<input type="checkbox"/>	Need Repair	<input type="checkbox"/>	Not Applicable
Side Guides	<input type="checkbox"/>	Good	<input type="checkbox"/>	Need Repair	<input type="checkbox"/>	Not Applicable
Rung Locks	<input type="checkbox"/>	Good	<input type="checkbox"/>	Need Repair	<input type="checkbox"/>	Not Applicable
Safety Feet	<input type="checkbox"/>	Good	<input type="checkbox"/>	Need Repair	<input type="checkbox"/>	Not Applicable
Spreader Braces	<input type="checkbox"/>	Good	<input type="checkbox"/>	Need Repair	<input type="checkbox"/>	Not Applicable
Truss rods & blocks	<input type="checkbox"/>	Good	<input type="checkbox"/>	Need Repair	<input type="checkbox"/>	Not Applicable
Rope/pulley	<input type="checkbox"/>	Good	<input type="checkbox"/>	Need Repair	<input type="checkbox"/>	Not Applicable
Rivets	<input type="checkbox"/>	Good	<input type="checkbox"/>	Missing	<input type="checkbox"/>	Not Applicable
Overall condition	<input type="checkbox"/>	Good	<input type="checkbox"/>	Fair (Normal wear)	<input type="checkbox"/>	<b>Do Not Use.</b>
Comments:	_____					
<p>*All portable ladders must be formally inspected and that inspection documented (maintain for one year). Ladders in need of repair or disposal must either be marked "Dangerous - Do Not Use", or otherwise decommissioned to prevent use.</p>						