

NAME

DATE

Ladder Inspection Checklist

Purpose: Use this Checklist to help identify common ladder defects and develop a customized checklist for your organization.

Instructions for use: You can print this document or recreate the checklist in a word processing or spreadsheet application and use it to complete the checklist.

This checklist is organized into three sections. The first section applies to all ladders, while the remaining two sections are specific to the type of ladder being inspected.

To use the checklist to inspect a ladder, first consider each of the general conditions. Then consider the conditions that apply to the specific type of ladder being inspected. Place a checkmark in the "No repair needed" column, or describe your finding in the "Yes, needs repair" column. If repairs are needed, the ladder should be taken out of service. The person doing or overseeing the repair should then document the date the repair was made in the "Date repaired" column.

Ladder inspection checklist

Condition	No repair needed	Yes, needs repair (describe)	Date repaired
General			
Loose steps or rungs?			
Loose nails, screws, bolts, or other metal parts?			
Warning labels legible?			
Cracked, split, or broken uprights, braces, or rungs?			
Slivers on uprights, rungs, or steps?			
Damaged or worn nonslip bases?			
Stepladders			
Wobbly (from side strain)?			
Loose or bent hinge spreaders?			
Stops on hinge spreaders broken?			
Loose hinges?			
Broken, split, or worn steps?			
Extension ladders			
Loose, broken, or missing extension locks?			
Defective locks that don't seat properly while extended?			

Condition	No repair needed	Yes, needs repair (describe)	Date repaired
Worn or rotted rope?			
Non-slip feet intact?			
Ladder contains both pieces?			