

Ladder Inspection Checklist

Portable Ladder Pre-use Inspection Checklist

A visual pre-use inspection is required for all types of portable ladders **every** time the ladder is used. Listed below are common inspection items for reference. If a ladder fails any inspection item, **remove** the ladder from service immediately, tag it out with a **DO NOT USE** sign, and report it:

- If the ladder is owned by a subcontractor, report the problem to the field construction manager/service manager.
- If the ladder is owned by others, report the problem to the superintendent or the construction manager.

This form may be used to report failed inspection items.

User's name:

Phone:

Inspection date:

Ladder location:

Ladder Type:

Inspection Item

Step Ladder Extension Ladder

Fixed Length Ladder

Ladder Stand (Mobile and Platform)

Manufacturer's labels present & legible ((must include manufacturer, month/year of manufacture, maximum rated load)

Pass / Fail

No indication that the ladder should not be in service, (such as the presence of a DO NOT USE sign)

Pass / Fail

Ladder is the proper length for the job

Pass / Fail

No evidence of unusual damage, wear, deterioration, corrosion, sharp edges, burrs

Pass / Fail

All bolts, nuts, or connections tight; no loose steps, rungs, hardware

Pass / Fail

Steps are free of obstacles, grease, oil, or dirt

Pass / Fail

Safety or non-skid feet (if provided) are functional

Pass / Fail

Rungs or steps are slip resistant (knurled, corrugated)

Pass / Fail

No cracks in welds or other metal parts

Pass / Fail