

## PORTABLE LADDER INSPECTION CHECKLIST

Ladder ID/Description \_\_\_\_\_ Department \_\_\_\_\_

Inspected By \_\_\_\_\_ Inspection Date \_\_\_\_\_

Storage Location \_\_\_\_\_

LADDER DESCRIPTION				
Style	<input type="checkbox"/> Single	<input type="checkbox"/> Extension	<input type="checkbox"/> Step	<input type="checkbox"/> Combination
Material	<input type="checkbox"/> Wood	<input type="checkbox"/> Aluminum	<input type="checkbox"/> Fiberglass	<input type="checkbox"/>

GENERAL LADDER INSPECTION		
Side Rails	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail*-Note Defect:
Rungs or Steps	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail*-Note Defect:
Safety & Rating Labels	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail*-Note Defect:
Cleanliness (Oils & Grease)	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail*-Note Defect:
Comments		

LADDER HARDWARE INSPECTION			
End Caps	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail*-Note Defect	<input type="checkbox"/> Not Applicable
Rung Locks	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail*-Note Defect	<input type="checkbox"/> Not Applicable
Non-Slip Feet	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail*-Note Defect	<input type="checkbox"/> Not Applicable
Pail Shelf	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail*-Note Defect	<input type="checkbox"/> Not Applicable
Spreader Braces	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail*-Note Defect	<input type="checkbox"/> Not Applicable
Support Braces	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail*-Note Defect	<input type="checkbox"/> Not Applicable
Ropes & Pulleys	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail*-Note Defect	<input type="checkbox"/> Not Applicable
Rivets/Fasteners	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail*-Note Defect	<input type="checkbox"/> Not Applicable
Comments			

Overall Condition	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Dangerous – Do Not Use*
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Comments \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\* Ladders in need of repair must be clearly marked “Dangerous-Do Not Use” and be repaired prior to use or destroyed and disposed of.