Portable Ladder Annual Inspection

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| Department | | | | | Location of ladder: | | | | | | | |
| Inspection conducted by (Competent Person): | | | | | | | | Date Click to enter date | | | | |
| Ladder identification: | | | | | | Ladder length (ft.): | | | | | | |
| Ladder type: | Step | Straight | Extension | Specialty | | | Specialty type: | | Ladder material: | Fiberglass | Metal | Wood |
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| **General for all** | | **Yes** | **No** |
| 1 | Are the joints between the steps/rungs and side rails tight? |  |  |
| 2 | Are all hardware and fittings secure (nails, screws, bolts, rivets, hinges, etc.)? |  |  |
| 3 | Are there any loose, cracked, split, dented, rusted, corroded, broken or missing rails, steps or rungs? |  |  |
| 4 | Are there any sharp surfaces or burrs on rails, steps, rungs or spreaders? |  |  |
| 5 | Are any steps, rungs, endcaps or shoes damaged or missing? |  |  |
| 6 | Are the slip-resistant ladder surfaces (rails, steps and rungs) clean and free of dirt, oil and grease? |  |  |
| 7 | Do all movable parts operate freely without binding or undue play? |  |  |
| 8 | Is the instructions/warning label missing or not readable? |  |  |
| 9 | Is the ladder completely stable (no wobbling, resting on an even dry surface)? |  |  |
| **Step Ladder** | | **Yes** | **No** |
| 10 | Does step ladder have slip resistant shoes, front and rear side rails, steps, top cap, spreaders or locking hinges? |  |  |
| 11 | Is the spreader loose, bent or broken? |  |  |
| 12 | Is the spreader or locking device fully functional? |  |  |
| 13 | Other: |  |  |
| **Straight Ladder** | | **Yes** | **No** |
| 14 | Does straight ladder have slip resistant shoes, side rails, rungs, endcaps, and instruction/warning label |  |  |
| 15 | Other: |  |  |
| **Extension Ladder** | | **Yes** | **No** |
| 16 | Does extension ladder have slip resistant shoes, side rails, rungs, endcaps and instruction/warning label? |  |  |
| 17 | Does extension ladder have guides or brackets, rung locks, and rope and pulley system for fly section(s)? |  |  |
| 18 | Are there any loose, broken, missing or defective (don’t seat properly) extension locks? |  |  |
| 19 | Is the rope for the pulley system frayed or worn? |  |  |
| 20 | Other: |  |  |
| **Specialty Ladder** | | **Yes** | **No** |
| 21 | Are any parts of platform or guard rails missing, loose, bent or broken? |  |  |
| 22 | Are any casters loose, have rust or corrosion? |  |  |
| 23 | Are any fasteners, locks or hinges loose, bent, broken or missing? |  |  |

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| **Item #** | **Comments/Action Items (tagged out as damaged and removed from use)** |
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|  | **Ladder is in good condition** |