Ladder inspection checklist

01 The visit

Ladder (number and type)

Date

Location

Checked by (printed name)

02 Every ladder, every shift

9 checks

CHECK	OK	FAIL	NOTE
Side rails	☐	☐	
Rungs, steps and cleats	☐	☐	
Metal rungs and steps	☐	☐	
Surfaces	☐	☐	
Wood ladders	☐	☐	
Metal ladders	☐	☐	
Feet and shoes	☐	☐	
Labels	☐	☐	
How it is being used	☐	☐	

03 Stepladders

3 checks

CHECK	OK	FAIL	NOTE
Spreaders or locks	☐	☐	
Legs	☐	☐	
Top cap and pail shelf	☐	☐	

04 Extension and straight ladders

6 checks

CHECK	OK	FAIL	NOTE
Rung locks	☐	☐	
Rope and pulley	☐	☐	
Guide brackets	☐	☐	
Swivel feet	☐	☐	
Side rails near electrical work	☐	☐	
Set-up, when used to reach a landing	☐	☐	

05 Fixed ladders

7 checks

CHECK	OK	FAIL	NOTE
Rungs	☐	☐	
Brackets and anchors	☐	☐	
Clearance behind the rungs	☐	☐	
Clearance on the climbing side (no cage)	☐	☐	
Rails or grab bars at the top	☐	☐	
Roof hatch	☐	☐	
Cage, well or ladder safety system	☐	☐	

06 Rolling warehouse ladders

6 checks

CHECK	OK	FAIL	NOTE
Casters and locks	☐	☐	
Handrails	☐	☐	
Top step guard	☐	☐	
Steps	☐	☐	
Frame	☐	☐	
Capacity label	☐	☐	

07 Defects and sign-off

Defects found, or no defects

Work orders written

Signature