

Ladder/Stepladder/KickStool Inspection & Guide Checklist

Equipment type & no:

Date:

Location:

Name:

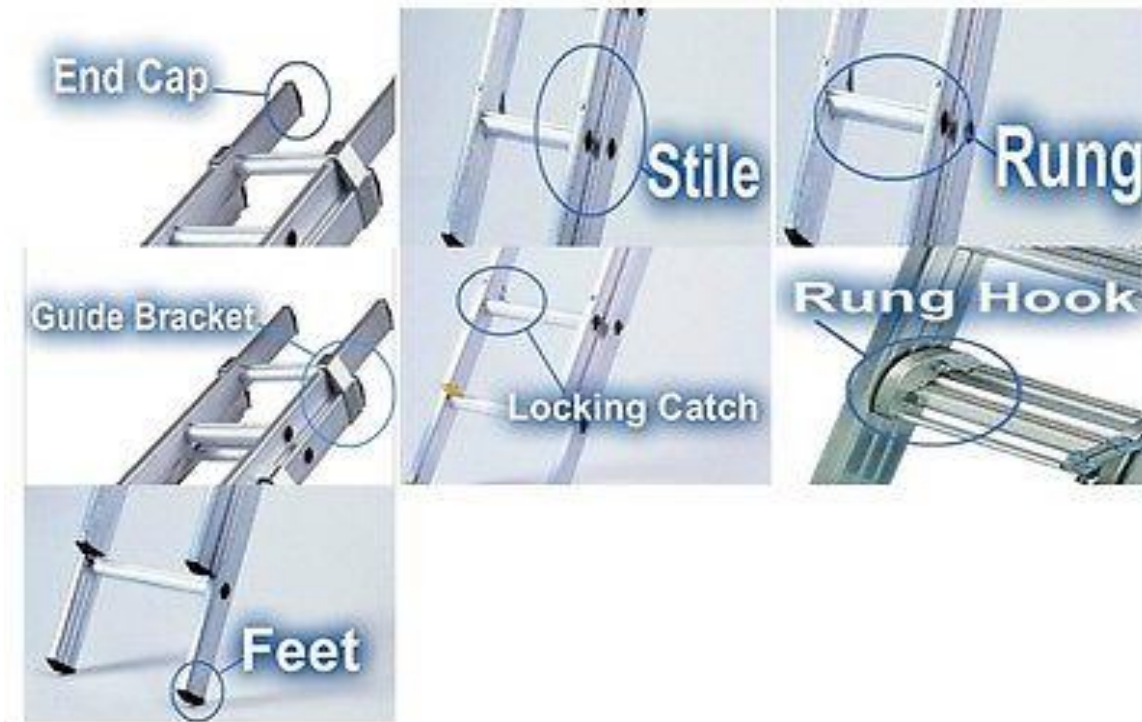
Signed:

NOTE: Only fill in relevant sections

<p><u>Stiles</u></p> <p>Are the stiles: Y N</p> <p>Straight when sighted and not bowed or twisted <input type="checkbox"/> <input type="checkbox"/></p> <p>Free from impact damage <input type="checkbox"/> <input type="checkbox"/></p> <p>Free from splinters, holes, tears, splits <input type="checkbox"/> <input type="checkbox"/></p> <p>Free from corrosion, rot, mould, fungus <input type="checkbox"/> <input type="checkbox"/></p> <p>Free from paint/ chemical/contamination <input type="checkbox"/> <input type="checkbox"/></p>	<p><u>Rungs or Treads</u></p> <p>Are the rungs/treads: Y N</p> <p>All there <input type="checkbox"/> <input type="checkbox"/></p> <p>Straight & tight (cannot be moved by hand) <input type="checkbox"/> <input type="checkbox"/></p> <p>Free from wear, cracks, or dents <input type="checkbox"/> <input type="checkbox"/></p> <p>Free from corrosion, rot, mould, fungus <input type="checkbox"/> <input type="checkbox"/></p> <p>Free from paint/ chemical/ contamination <input type="checkbox"/> <input type="checkbox"/></p>
<p><u>Feet and End Caps</u></p> <p>Are the feet and end caps: Y N</p> <p>All there <input type="checkbox"/> <input type="checkbox"/></p> <p>Secure with no loose or missing fixings <input type="checkbox"/> <input type="checkbox"/></p> <p>Free from over wear with tread in good condition <input type="checkbox"/> <input type="checkbox"/></p> <p>Free from splits, cracks or other damage <input type="checkbox"/> <input type="checkbox"/></p> <p>Free from paint/ chemical/ contamination <input type="checkbox"/> <input type="checkbox"/></p>	<p><u>Brackets, Hooks & Catches</u></p> <p>For leaning ladders only, are they: Y N</p> <p>All there and securely fixed <input type="checkbox"/> <input type="checkbox"/></p> <p>Working smoothly with no missing or damaged wear pads <input type="checkbox"/> <input type="checkbox"/></p> <p>Free from corrosion, rot, mould, fungus <input type="checkbox"/> <input type="checkbox"/></p> <p>Free from paint/ chemical/ contamination <input type="checkbox"/> <input type="checkbox"/></p> <p>Are the supporting stiles straight (not twisted out) <input type="checkbox"/> <input type="checkbox"/></p>
<p><u>Ladder fittings</u></p> <p><u>Ladder Hinges</u> Y N</p> <p>Free throughout movement <input type="checkbox"/> <input type="checkbox"/></p> <p>Free from damage <input type="checkbox"/> <input type="checkbox"/></p> <p><u>Tie Rods & Struts</u></p> <p>All there <input type="checkbox"/> <input type="checkbox"/></p> <p>Securely fixed <input type="checkbox"/> <input type="checkbox"/></p> <p>Free from damage <input type="checkbox"/> <input type="checkbox"/></p> <p><u>Rivets and Welding</u></p> <p>All intact and secure <input type="checkbox"/> <input type="checkbox"/></p>	<p><u>Ropes and Pulleys</u> Y N</p> <p>Working smoothly with no missing parts <input type="checkbox"/> <input type="checkbox"/></p> <p>Free from damage <input type="checkbox"/> <input type="checkbox"/></p> <p>Ropes free from fraying, cuts or wear <input type="checkbox"/> <input type="checkbox"/></p> <p><u>Locking Bars (Stepladders only)</u></p> <p>Locks correctly, or anti splay cords are intact and secure <input type="checkbox"/> <input type="checkbox"/></p> <p><u>Hand/Guard Rails</u></p> <p>Intact and securely fixed <input type="checkbox"/> <input type="checkbox"/></p> <p><u>Access Gates</u></p> <p>Intact and securely fixed <input type="checkbox"/> <input type="checkbox"/></p>
<p><u>Kick Stools</u> Y N</p> <p>Are free from any dents/distortion <input type="checkbox"/> <input type="checkbox"/></p> <p>Are all wheels present/running freely <input type="checkbox"/> <input type="checkbox"/></p> <p>Are the wheel springs working <input type="checkbox"/> <input type="checkbox"/></p>	<p><u>Y N</u></p> <p>Is the rubber mat secure <input type="checkbox"/> <input type="checkbox"/></p> <p>Is the rubber ring in place on the base <input type="checkbox"/> <input type="checkbox"/></p> <p>When weight is applied, is it stable without wobbling? <input type="checkbox"/> <input type="checkbox"/></p>
<p><u>General</u> Y N</p> <p>Are the ladders/stepladders of suitable classification <input type="checkbox"/> <input type="checkbox"/></p> <p>Has the ladder/stepladder/stools been subject to any makeshift repairs or modifications <input type="checkbox"/> <input type="checkbox"/></p>	<p><u>Y N</u></p> <p>Is the ladder/stepladder/stool identification mark legible <input type="checkbox"/> <input type="checkbox"/></p> <p>Are the safe use and warning labels present and legible <input type="checkbox"/> <input type="checkbox"/></p>

Where an “N” has been ticked you will need to identify whether this is a significant defect(s) where the equipment must be removed from use until replaced/repared sufficiently, or a minor defect(s) that will need to be checked regularly. See “Defects” section in the Standard.

Ladder Parts



Struts



Ropes & Pulleys



Tie Rods



Typical faults

Bent Guide Bracket



Dent in Tread



Broken Catch

