



LADDER INSPECTION CHECKLIST

Portable ladders should be inspected prior to each use to ensure they are in good working order. Portable ladders can be damaged during use, handling, moving, and storage, which can render the ladder unsafe for use. Therefore, each ladder **must** be inspected before use.

All portable ladders with any damage or defect must be removed from service.

LADDER INSPECTION CHECKLIST

Ladder No / I.D.:	Location:
Date of Inspection:	Inspected by:

Description	Yes	No
Missing or loose steps or rungs		
Damaged or worn non-slip feet		
Loose screws, bolts or nuts		
Loose, broken or missing extension locks		
Cracks and exposed fiberglass in fiberglass ladders		
Cracked, split, worn or broken rails, braces, steps or rungs		
Sharp edges on rails or rungs		
Corrosion, rust oxidization or excessive wear, especially on treads		
Twisted or distorted rails. Check ladders for distortion along the rails		
Missing Identification Labels		
Does the ladder wobble		
Loose or bent hinges and hinge spreaders		
Broken stop on hinge spreader		
Defective locks that do not seat properly		
Missing or defective cords, chains or ropes		
Missing or defective pads or sleeves		

IF THE ANSWER TO ANY OF THE ABOVE IS YES, THE LADDER MUST BE TAGGED AND IMMEDIATELY TAKEN OUT OF SERVICE.