

Periodic Ladder Inspection Checklist Portable Ladders

Department:	Date of Inspection:
Person Conducting Inspection:	Ladder ID:
Signature:	Supervisor Signature:

Checklist Item	Serviceable	Defective	N/A
All ladders must be UL certified for commercial use and bear a certified duty load rating.			
Side rails, braces, steps, rungs should free from splinters, cracks, dents, & bends			
Wooden ladders should have no signs of decay and have no nails or screws sticking out.			
Extension ladders – check ropes are not frayed, pulleys work smoothly and rung locks operate correctly			
Ladders must not be painted or covered with an opaque substance that could hide defects.			
Check for loose nails, screws, bolts, faulty welds, cracks or sheared rivets.			
Check the joints between the rungs and the side rails for tightness. Consider the joints loose if the rungs can be moved by hand.			
No rungs/steps may be missing.			
Rungs/steps on metal ladders must be corrugated or knurled to prevent slipping.			
Rungs/steps must be free of grease, oil, or any other substance that would make them slippery.			
Stepladders should have a metal spreader or locking device of sufficient size and strength to securely hold the front and back sections in an open position. The spreader should not have any sharp objects protruding from it.			
Ensure moveable parts operate freely without binding.			
Check to ensure that the safety feet are in good condition and not broken.			
Ladders with structural defects or needing repairs such as broken or missing rungs, cleats or steps, broken or split rails, corroded components or other faulty or defective components—must immediately be marked defective or tagged with "Do Not Use" or similar language and withdrawn from service until repaired by a competent person to UL standards or if not repaired must be destroyed to prevent future use.			
Comments:			
Storage Guidelines: 1) All ladders not in use must be secured. 2) Ladder must never be a tripping hazard.			