# PORTABLE LADDER INSPECTION CHECKLIST

# Ladder ID/Description Department

**Inspected By**   **Inspection Date**

**Storage Location**  \_\_\_\_\_

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| **LADDER DESCRIPTION** |
| **Style** | □ Single | □ Extension | □ Step | □ Combination |
| **Material** | □ Wood | □ Aluminum | □ Fiberglass | □ |

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| **GENERAL LADDER INSPECTION** |
| **Side Rails** | □ Pass | □ Fail\*-Note Defect: |
| **Rungs or Steps** | □ Pass | □ Fail\*-Note Defect: |
| **Safety & Rating Labels** | □ Pass | □ Fail\*-Note Defect: |
| **Cleanliness (Oils & Grease)** | □ Pass | □ Fail\*-Note Defect: |
| **Comments** |
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| **LADDER HARDWARE INSPECTION** |
| **End Caps** | □ Pass | □ Fail\*-Note Defect | □ Not Applicable |
| **Rung Locks** | □ Pass | □ Fail\*-Note Defect | □ Not Applicable |
| **Non-Slip Feet** | □ Pass | □ Fail\*-Note Defect | □ Not Applicable |
| **Pail Shelf** | □ Pass | □ Fail\*-Note Defect | □ Not Applicable |
| **Spreader Braces** | □ Pass | □ Fail\*-Note Defect | □ Not Applicable |
| **Support Braces** | □ Pass | □ Fail\*-Note Defect | □ Not Applicable |
| **Ropes & Pulleys** | □ Pass | □ Fail\*-Note Defect | □ Not Applicable |
| **Rivets/Fasteners** | □ Pass | □ Fail\*-Note Defect | □ Not Applicable |
| **Comments** |
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| --- | --- | --- | --- |
| **Overall Condition** | □ Good | □ **Fair** | □ Dangerous – Do Not Use\* |

## Comments

# Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\* Ladders in need of repair must be clearly marked “Dangerous-Do Not Use” and be repaired prior to use or destroyed and disposed of.**