

Ladder Inspection Checklist

A ladder and stepladder inspection register: pre-use and detailed inspections for each ladder with its ID, the HSE checks, defects with photos and a keep or remove result.

1. Inspection details

Project

Client

Site *

Site address

Date of inspection *

Time

Inspected by *

Type of inspection * (choose one)

☐ Pre-use check by the user ☐ Detailed visual inspection

If applicable: HSE guidance (INDG455, Safe use of ladders and stepladders). The person using the ladder should check it at the start of the working day, and again after something has changed, such as it being dropped or moved from a dirty area to a clean one. HSE says pre-use checks do not need to be recorded, but any problem should be reported to a manager.

If applicable: Detailed visual inspection. HSE says these are the employer's responsibility, should be done by a competent person at fixed intervals following the manufacturer's instructions, and should be recorded. Ladders that are part of a scaffold are inspected every 7 days with the scaffold. The Work at Height Regulations 2005, regulation 12, require work equipment exposed to conditions that cause deterioration to be inspected at suitable intervals, with the result recorded. HSE leaflet INDG455, Safe use of ladders and stepladders, sets out the checks on this form.

2. Ladders inspected

Ladders and stepladders (copy this block for each one)

Ladder ID or asset number *

Scan the ladder label or tag

Scanned in the SiteSurvey app. On paper, write the numbers: asset number, serial number.

Type (choose one)

- ☐ Leaning ladder
- ☐ Extension ladder
- ☐ Stepladder
- ☐ Platform stepladder
- ☐ Combination ladder
- ☐ Telescopic ladder
- ☐ Fixed ladder
- ☐ Hop-up or step stool

Material (choose one)

- ☐ Aluminium
- ☐ Glass fibre (GRP)
- ☐ Timber
- ☐ Steel

Standard on the label (choose one)

- ☐ BS EN 131 Professional
- ☐ BS EN 131 Non-professional
- ☐ Older standard (BS 2037, BS 1129 or EN 131 before its revision)
- ☐ No label or unreadable

If applicable: No readable label means you cannot confirm its type, maximum load or standard. Treat it as a defect and check with the manufacturer or replace it.

Where it is kept or who it is issued to

Date of the last detailed inspection

Days since the last detailed inspection (if applicable; worked out automatically in the app)

Stiles not bent, split, cracked or damaged (choose one)

- ☐ OK
- ☐ Defect
- ☐ Not applicable

What is wrong? (if applicable)

Feet present, not worn, damaged or clogged (choose one)

- ☐ OK
- ☐ Defect
- ☐ Not applicable

What is wrong? (if applicable)

Rungs or steps not bent, worn, missing or loose (choose one)

- ☐ OK
- ☐ Defect
- ☐ Not applicable

What is wrong? (if applicable)

Locking bars, hinges and spreaders working, not bent or worn (choose one)

- ☐ OK
- ☐ Defect
- ☐ Not applicable

What is wrong? (if applicable)

Stepladder platform not split or buckled (choose one)

- ☐ OK
- ☐ Defect
- ☐ Not applicable

What is wrong? (if applicable)

Steps and treads clean, fixings tight (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Extension ropes, pulleys and guide brackets sound (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Label with standard, type and maximum load readable (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Will it be used for electrical work?

☐ Yes ☐ No

If applicable: HSE says to use a non-conductive ladder, such as glass fibre or timber, for any electrical work, and not to work within 6 metres horizontally of an overhead power line unless it has been made dead or protected with insulation.

Photos (photos: attach, or note the file names)

Result * (choose one)

☐ Pass ☐ Fail

What happens to it? (if applicable; choose one)

☐ Labelled do not use and taken out of service for repair

☐ Destroyed or disposed of

☐ Returned to the supplier

Next detailed inspection due (if applicable)

Days to the next detailed inspection (if applicable; worked out automatically in the app)

la_overdue (worked out automatically in the app)

If applicable: HSE says that if you find a problem, do not use the ladder and tell the person in charge of the work.

Ladders failed (worked out automatically in the app)

Ladders passed (worked out automatically in the app)

Next due date already past (worked out automatically in the app)

Walk Cam: ladder damage visual inspection

Walk Cam video walk-through: available in the SiteSurvey app only.

3. Use on this job

Will anyone stay up a leaning ladder or stepladder for more than 30 minutes at a time?

☐ Yes ☐ No

If applicable: HSE guidance is that if a task would mean staying up a leaning ladder or stepladder for more than 30 minutes at a time, other equipment is recommended.

Can leaning ladders be secured: tied, held by a stability device, wedged, or footed as a last resort?

☐ Yes ☐ No

Can the user keep three points of contact while working?

☐ Yes ☐ No

Notes on how the ladders will be used

4. Actions and sign-off

Are further actions needed?

☐ Yes ☐ No

Further actions (copy this block for each one; if applicable)

What needs doing? *

Priority (choose one)

☐ Urgent ☐ High ☐ Medium ☐ Low

Who will do it?

Due date

Status (choose one)

☐ Open ☐ In progress ☐ Completed

Inspector name *

Position or company

Inspector signature

Signing records what was found on the day. It does not make unsafe equipment safe or replace a thorough examination, design check or service by a competent person.