

Roof Anchor and Eyebolt Inspection

A roof anchor, eyebolt and safety line inspection: each anchor device with its type and location, visual and fixing checks, test where required, label, pass or withdrawn, and the next examination date.

1. Visit

Project

Client

Site *

Site address

Inspection date *

Time

Competent person *

Company

Were the installation and last inspection records seen?

☐ Yes ☐ No

Inspection interval you work to (months)

From the system's records, the manufacturer's instructions or your competent person. The form uses it to flag anchors past their interval and sets no interval of its own.

The Work at Height Regulations 2005 (regulation 12) require equipment exposed to deterioration to be inspected by a competent person at suitable intervals and after exceptional circumstances, with the result recorded. BS 7883 gives recommendations for the design, installation, use, maintenance and inspection of anchor systems. BS EN 795 is the product standard for anchor devices used for personal fall protection; check the device is marked to it and follow the manufacturer's inspection instructions.

Weather capture

Digital form: use Record current conditions. On paper, record date/time, temperature (°C), wind (mph and direction), conditions and source. Keep observed conditions separate from forecast estimates.

2. Anchor devices

Anchors by roof or area (copy this block for each one)

Roof or area *

For example Main roof, Plant deck or Level 6 windows

Anchors in this area (copy this block for each one)

Anchor reference *

Scan the anchor label

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

Type (choose one)

- ☐ Eyebolt (through-fixed)
- ☐ Eyebolt (resin-fixed)
- ☐ Single point roof anchor
- ☐ Horizontal lifeline
- ☐ Rail system
- ☐ Davit socket

Position in this area

Anchor position (GPS)

Optional. Mark it on the roof, so the next inspector can find it. Indoor or eyebolt fixes near a wall can be rough. Tap Mark current location on site. It saves the coordinates, a grid reference and the accuracy.

Date of its last inspection

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

If applicable: The last inspection was longer ago than the interval you work to. Record why, and whether the anchor was used in between.

No corrosion or damage (choose one)

- ☐ OK ☐ Defect

Fixing secure and fully engaged (choose one)

- ☐ OK ☐ Defect

Surrounding structure sound (choose one)

- ☐ OK ☐ Defect

Checks with a defect (worked out automatically in the app)

Load tested?

- ☐ Yes ☐ No

Test load, duration and result (if applicable)

Test load applied (kN) (if applicable)

Test load in the installer's or manufacturer's instructions (kN) (if applicable)

The form compares the applied load with it and sets no figure of its own.

Applied against the instructions (if applicable; worked out automatically in the app)

Result * (choose one)

☐ Pass ☐ Withdrawn from use

Why withdrawn (if applicable)

If applicable: Withdrawn from use. Label it or remove it so nobody clips on, and do not use it until it is repaired or replaced and passes inspection.

If applicable: A check has a defect, or the test load was below the instructions, but the anchor is recorded as a pass. Record why it is safe to use, or withdraw it.

Labelled with the next examination date? (if applicable)

☐ Yes ☐ No

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

a_f_pass (worked out automatically in the app)

a_f_tested (worked out automatically in the app)

a_f_overdue (worked out automatically in the app)

a_f_unlabelled (worked out automatically in the app)

This roof or area: anchors inspected (worked out automatically in the app)

This roof or area: passed (worked out automatically in the app)

This roof or area: anchors withdrawn (worked out automatically in the app)

This roof or area: load tested (worked out automatically in the app)

This roof or area: past the interval (worked out automatically in the app)

This roof or area: passed but not labelled (worked out automatically in the app)

Anchors inspected (worked out automatically in the app)

Passed (worked out automatically in the app)

Anchors withdrawn (worked out automatically in the app)

Load tested (worked out automatically in the app)

Past the interval (worked out automatically in the app)

Passed but not labelled (worked out automatically in the app)

If applicable: At least one anchor is withdrawn from use. Tell the building manager today, and make sure the access plan for window cleaning or roof work does not rely on it.

Actions for withdrawn or defective anchors (copy this block for each one; if applicable)

Action *

Priority (choose one)

☐ Urgent ☐ High ☐ Medium ☐ Low

Owner

Due

Status (choose one)

☐ Open ☐ In progress ☐ Completed

Next examination due

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

If applicable: The next examination date is further away than the interval you work to. Check the date.

3. Sign-off

Building manager name

Building manager signature

Completed by *

Signature