

Work Equipment Inspection

Inspection record for a scaffold, ladder, harness and lanyard or pallet racking. The checks change with the equipment, with defects, photos and a result.

1. What is being inspected

The equipment, the reason and who is inspecting.

Project

Filled in from the project in SiteSurvey.

Customer

Site *

Site address

Date of inspection *

Inspected by

Equipment * (choose one)

☐ Scaffold ☐ Ladder or stepladder ☐ Harness and lanyard ☐ Pallet racking

Reference, tag or serial number

Location

Why is it being inspected? (choose one)

- ☐ Routine inspection
☐ Before first use or after installation
☐ After alteration
☐ After an event that could have affected its safety

What happened? (if applicable)

2. Scaffold (if applicable)

Walk the whole scaffold, from the base up.

Type of scaffold (choose one)

- ☐ Independent tied
☐ Putlog
☐ Birdcage
☐ Mobile tower
☐ System scaffold
☐ Loading bay
☐ Other: _____

Have you seen the handover certificate?

- ☐ Yes ☐ No

Date of the last recorded inspection

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

If applicable: Inspection overdue. A working platform used for construction work, from which a person could fall 2 metres or more, must not be used unless it has been inspected in that position within the previous 7 days. Work at Height Regulations 2005, regulation 12.

It must also be inspected again after any event that could have affected its safety, such as high wind, impact or alteration.

Ground, sole boards and base plates (choose one)

- ☐ OK ☐ Defect ☐ Not applicable

Standards, ledgers, transoms and bracing (choose one)

- ☐ OK ☐ Defect ☐ Not applicable

Ties and anchors (choose one)

- ☐ OK ☐ Defect ☐ Not applicable

Platforms fully boarded, boards sound and secured (choose one)

- ☐ OK ☐ Defect ☐ Not applicable

Guardrails, mid rails and toe boards (choose one)

- ☐ OK ☐ Defect ☐ Not applicable

Ladders, stairs and access gates (choose one)

- ☐ OK ☐ Defect ☐ Not applicable

Loading: not overloaded, materials stacked safely (choose one)

- ☐ OK ☐ Defect ☐ Not applicable

Protection for the public: fans, netting, lighting, base protection (choose one)

- ☐ OK ☐ Defect ☐ Not applicable

Scaffold tag or status sign up to date (choose one)

- ☐ OK ☐ Defect ☐ Not applicable

2. Ladder or stepladder (if applicable)

Pre-use checks, done by the person using the ladder.

Type (choose one)

- ☐ Leaning ladder
☐ Stepladder
☐ Platform stepladder
☐ Combination ladder
☐ Telescopic ladder
☐ Roof ladder
☐ Other: _____

HSE says the person using the ladder should check it at the beginning of the working day, and again after something has changed, such as the ladder being dropped or moved from a dirty area to a clean one.

Stiles: not bent or damaged (choose one)

- ☐ OK ☐ Defect

Feet: none missing, worn or damaged (choose one)

- ☐ OK ☐ Defect

Rungs: none bent, worn, missing or loose (choose one)

- ☐ OK ☐ Defect

Locking mechanisms: working, not bent or worn (choose one)

- ☐ OK ☐ Defect ☐ Not applicable

Stepladder platform: not split or buckled (choose one)

- ☐ OK ☐ Defect ☐ Not applicable

Steps or treads: clean, fixings tight (choose one)

- ☐ OK ☐ Defect ☐ Not applicable

Will the ladder be used for more than 30 minutes at a time?

- ☐ Yes ☐ No

If applicable: HSE guidance is that if a task needs a ladder or stepladder for more than 30 minutes at a time, other equipment should be considered.

Can it be tied, footed or otherwise stopped from slipping?

- ☐ Yes ☐ No

2. Harness and lanyard (if applicable)

Webbing, stitching and metal parts.

Type of inspection * (choose one)

- ☐ Pre-use check ☐ Detailed inspection ☐ Interim inspection

Make and model

Date of manufacture, from the label

Date of the last detailed inspection

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

HSE guidance (INDG367) recommends a detailed inspection at least every six months, and at least every three months for frequently used lanyards, particularly in arduous environments such as demolition, steel erection and scaffolding. Detailed inspections should be recorded.

If applicable: More than six months since the last detailed inspection. Arrange one by a competent person before the equipment is used again.

Webbing: no cuts, abrasion or fraying (choose one)

☐ OK ☐ Defect

Stitching: none broken or pulled (choose one)

☐ OK ☐ Defect

No damage from chemicals, heat, paint or sunlight (choose one)

☐ OK ☐ Defect

Buckles, D rings and adjusters (choose one)

☐ OK ☐ Defect

Energy absorber: not deployed or damaged (choose one)

☐ OK ☐ Defect ☐ Not applicable

Connectors: gates close and lock (choose one)

☐ OK ☐ Defect ☐ Not applicable

Label readable, with a unique identification (choose one)

☐ OK ☐ Defect

2. Pallet racking (if applicable)

Walk every aisle. Record each damaged component.

Are load notices displayed and readable?

☐ Yes ☐ No

Date of the last inspection by a racking specialist

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

If applicable: HSE guidance on warehousing (HSG76) recommends an inspection by a technically competent person at intervals of not more than 12 months, as well as regular in-house inspections like this one.

Did you find any damage?

☐ Yes ☐ No

Damage (copy this block for each one; if applicable)

Aisle, bay and level *

Component (choose one)

- ☐ Upright
☐ Beam
☐ Bracing
☐ Base plate or floor fixing
☐ Beam connector or safety lock
☐ Decking
☐ Column guard or barrier
☐ Other: _____

What is the damage?

Risk category * (choose one)

- ☐ Green: watch ☐ Amber: repair soon ☐ Red: offload now

If applicable: Amber. Do not put new loads on this rack once it is emptied, and have it repaired. Under the SEMA classification that HSG76 follows, amber damage not repaired within four weeks becomes red.

If applicable: Red. Offload the affected racking immediately and keep it out of use until it has been repaired.

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

Amber items (if applicable; worked out automatically in the app)

Red items (if applicable; worked out automatically in the app)

Floor fixings and floor condition (choose one)

- ☐ OK ☐ Defect ☐ Not applicable

Beam safety locks in place (choose one)

- ☐ OK ☐ Defect ☐ Not applicable

Pallets sound and loads stable (choose one)

- ☐ OK ☐ Defect ☐ Not applicable

Aisles clear, barriers and guards in place (choose one)

- ☐ OK ☐ Defect ☐ Not applicable

3. Defects and result

What you found and whether it can be used.

Did you find any defects?

- ☐ Yes ☐ No

Describe each defect and where it is (if applicable)

Photos of the defects (if applicable; photos: attach, or note the file names)

Result * (choose one)

☐ Safe to use ☐ Safe to use with a restriction ☐ Do not use

What is the restriction? (if applicable)

What was done to stop it being used, and who was told? (if applicable)

For example tagged, removed from site, access blocked, bays offloaded.

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

Next inspection due

Where the law requires work equipment to be inspected, the result must be recorded and kept until the next inspection is recorded.

Inspector name

Inspector signature