**Ladder/Stepladder Inspection Checklist**

**Recommended Inspection Period:**

**When used outside - every 3 months**

**When used inside- every 6 months**

|  |  |  |
| --- | --- | --- |
| 1. | Owner of Ladder: |  |
| 2. | Age of Ladder/Date first used: |  |
| 3. | Classification of Ladder (*class 1 or EN131 should be used in a work environment*) |  |
| 4. | Construction material (wood, aluminium or fibre glass) |  |
| 5. | Normal place of use and type of activities undertaken: |  |
| 6. | Any specific health and safety concerns noted: |  |
| 7. | Name of person carrying out inspection: |  |
| Position: |  |
| 8. | Date and time of inspection: |  |
| 9. | Date of next inspection: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Ladder Inspection** | **Y** | **N** | **Comments/**  **Actions** |
| Has the ladder been modified, for example painted or shortened etc? |  |  |  |
| Are the stiles (uprights) free of damage or excessive wear (particularly at the head or foot of the ladder)? |  |  |  |
| Are the rungs (steps) clean and free of damage and excess wear? |  |  |  |
| Are all rungs (steps) and fittings in place (such as slip resistant feet on metal ladders etc?) |  |  |  |
| Are all rungs and stiles tightly fitted? |  |  |  |
| Are all tie rods in place and secure? |  |  |  |
| Is the ladder free from distortion or warping that could affect its stability? |  |  |  |
| Is the ladder free from damage such as cracks, corrosion or dents? |  |  |  |
| Are all fittings, such as rope pulleys or hinges, free from wear or damage? |  |  |  |

**Please refer to the** [**Use of Ladders**](http://www.northumberland.gov.uk/idoc.ashx?docid=72a90f3f-2992-431f-91ff-6a52ac98772b&version=-1)  **and** [**Use of Stepladders**](http://www.northumberland.gov.uk/idoc.ashx?docid=fa6d4b80-de59-444c-897a-666d32f9daa4&version=-1%20) **generic risk assessments prior to using this equipment.**