**Portable Ladder Inspection Checklist**

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| --- | --- | --- | --- | --- | --- |
| **Name of ladder inspector:** | |  | | **Inspection date:** |  |
| **Type of ladder:** |  | | | | |
| **Ladder description and location:** | | |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection Item** | **OK** | **Needs**  **Repair** | **N/A** | **Comment** |
| **GENERAL CONDITIONS** |  |  |  |  |
| Manufacturer’s labels are present and legible (manufacturer, month/year of manufacture, maximum rated loads). |  |  |  |  |
| No evidence of unusual damage, wear, deterioration, corrosion, sharp edges, burrs. |  |  |  |  |
| All bolts, nuts, or connections are tight; no loose steps, rungs, or hardware. |  |  |  |  |
| Surfaces are free from grease, oil, or dirt. |  |  |  |  |
| Non-skid feet (if provided) are functional. |  |  |  |  |
| Ladder is stable and does not wobble. |  |  |  |  |
| **STEP LADDERS** |  |  |  |  |
| Spreader or locking devices fully functional. |  |  |  |  |
| **EXTENSION LADDERS** |  |  |  |  |
| Pulley, rung locks, or ropes are free from damage. |  |  |  |  |

**Any deficiencies are immediately corrected or the ladder tagged and removed from service.**

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| --- | --- | --- | --- | --- |
| **Date ladder tagged out of service:** | |  | | |
| **Deficiencies:** |  | | **Date ladder passed inspection and returned to service:** |  |