# LADDER INSPECTION CHECKLIST

Ladder inspections must be completed annually using this checklist.

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| **Ladder # / I.D.:** | **Location:** | |
| **Type of Ladder:**  Step Ladder  Extension Ladder | **Material:**  Metal  Fiberglass | **CSA Grade:** |
| **Date of Inspection:** | **Inspected By:** | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item #** | **Description** | **Yes** | **No** |
| 1 | Are any parts broken, cracked, or splintered? |  |  |
| 2 | Are there any defects in the side rails, rungs, or other parts? |  |  |
| 3 | Are there any missing or broken rungs (loose or moveable by hand)? |  |  |
| 4 | Are there any makeshift repairs on the ladder? |  |  |
| 5 | Are there any worn, damaged, or missing feet? |  |  |
| 6 | Are there any worn, damaged, or unworkable extension ladder locks, pulleys or other fittings? |  |  |
| 7 | Is the rope on extension ladders worn, broken, or frayed? |  |  |
| 8 | Has the rope been replaced with an inferior to the ladder manufacturer’s original rope? |  |  |
| 9 | Are the spreader arms on step ladders bent, worn, broken, or otherwise rendered partly or totally ineffective? |  |  |
| 10 | Is the ladder twisted, warped, or bowed? |  |  |
| 11 | Does the ladder have a CSA classification label that is not legible? |  |  |

**IF THE ANSWER TO ANY OF THE ABOVE IS ‘YES’, THE LADDER SHOULD BE TAGGED AND IMMEDIATELY TAKEN OUT OF SERVICE.**