

# APPENDIX A: LADDER INSPECTION FORM

Inspector:	Ladder Style:
Date:	Ladder Type:
Ladder ID #:	Ladder Model #:
Storage Location:	Date Received:

INSPECTION ITEM - General	Damaged/ Missing	Worn	OK	N/A	NOTES
SIDE RAILS - Free from cracks, dents, bends or blemishes					
RUNGS/STEP - Ensure tightness and no rotation					
FASTENERS - Rivets, nuts and bolts all tight					
FEET - Look for wear or loose rivets					

INSPECTION ITEM - Step Ladders	Damaged/ Missing	Worn	OK	N/A	NOTES
TOP CAP - Free from cracks and dents					
SPREADER ARMS - Tight and move freely					
HORIZONTAL BRACES - Ensure tightness					
STEP BRACES - Ensure tightness					
PAIL TRAY - Moves freely, is tight and sets up properly					

INSPECTION ITEM - Extension Ladders	Damaged/ Missing	Worn	OK	N/A	NOTES
END CAPS - Tight and free from cracks, chips or wear					
ROPE AND PULLEY - Ensure rope is not frayed or knotted					
GRAVITY LOCKS - Ensure they pivot freely and fingers in good working condition					
SLIDE GUIDES - Free from cracks, chips or wear					
BASE AND FLY SECTION - Ensure they are straight and not warped					
OTHER:					

- m Remove from service and destroy
- m OK'd - Return to service
- m Accepted for return to service

- m Remove from service and repair by (date):  
By: \_\_\_\_\_  
Date: \_\_\_\_\_
- By: \_\_\_\_\_  
Date: \_\_\_\_\_

