

Working at Height Equipment Inventory and Checklist

Every item of access equipment should be marked with an identification number. A higher standard is to attach a tag to each item which includes an identification number, date of safety inspection and indication if the equipment is fit for use. A corresponding entry should be made in a register such as the one shown below.

Identification no.	Description (small fibre glass steps, aluminium extension ladder, hop up etc)	Location or vehicle where kept







Ladder/Step Ladder Inspection Record

To be completed to support pre-use checks by equipment users. For ladders and steps in frequent use, normal frequency will be 3 monthly for visual inspection and 6 monthly for maintenance activities including lacquering of wood and fibreglass.

Identification no:		Type of equipment:		Date of inspection:	
Inspected by:		Signature:		Date of next check:	

Checks	Yes	No	N/A	Checks	Yes	No	N/A
For all types of ladder				For extension ladders only			
Good general condition				No loose, broken or missing extension locks			
Ladder of suitable standard (suitable maximum static load for application)				Pulleys, hinges and ropes in good condition			
Clean and dry, free from wet paint, oil, mud, grease etc				For step ladders only			
Not painted (except where designed so)				Stable when on level ground			



No missing or loose steps or rungs			No loose or bent hinges			
No loose or missing nails, screws, bolts, tie rods or rivets			Hand rails and where present, top rails intact			
No twisted, cracked, split, distorted, or worn steps or rungs			For aluminium ladders and steps only			
In the case of round rungs, rungs will not rotate when twisted			No dents in stiles and rungs which could adversely affect the safe use of the ladder			
No damaged or worn non-slip bases			End plugs and feet present and ends of stiles not worn excessively			
No twisted, cracked, split or distorted stiles			Glass fibre ladders and step ladders only			
No corrosion to ladder materials or fittings			No hole that penetrates both surfaces of the component			
No sharp edges			No groove that exceeds 50mm in length and is more than 3mm wide and 2mm deep			
Feet present and in good condition			No chip that is greater than 25mm in any direction and is more than 1mm in depth			
No distortion (ladder stands correctly)			No surface cracks exceeding 150mm in length			
No evidence of unofficial repairs			No crack which extends through the entire thickness of any component that is longer than 20mm when it occurs in the flange or 40mm in the web of the material			
All fittings appear to be of the approved type			Where there are cracks which do not show through on the opposite surface – that these are less than 60mm long in the flange or 75mm in the web of any glass fibre component			
Identification number visible			No protruding fibres			
Wooden ladders and step ladders only			Ladder thoroughly cleaned and <u>stiles</u> (only) freshly painted with one coat of			



				polyurethane varnish			
When tapped lightly with a hammer, rungs all ring true (no sign of decay or other damage)				Aluminium and wooden ladders and step ladders, additional check			
Ends of stiles in good condition				Working at each end of the ladder in turn, try to pull stiles further apart and push them closer together. Then with one end of the ladder resting on the ground and with one hand on the end of each stile, push and pull on the stiles to check for parallel instability. No movement confirms that rung tie-rods or wires are in good condition. Is there a lack of movement?			
Rungs/treads in good condition where they enter the stiles							
Ladder thoroughly cleaned and <u>stiles</u> (only) lightly sanded and freshly painted with two coats of polyurethane varnish							
Comments/actions:							

Note: Ladders and stepladders should be destroyed when they are no longer capable of being effectively repaired or kept in a safe condition.

