

# Ladder/Stepladder Inspection Checklist

Recommended Inspection Period: Every 6 months

1.	Person Conducting Inspection	
2.	Date/Time of Inspection	
3.	Department/School and Location of Ladder	
4.	Ladder Unique Identification	
5.	Classification (BS2037/1129 Class 1 or EN131 Professional)	
6.	Date/Time of Next Inspection	
8.	Any Particular Concerns of Note	

Inspection Points	Y	N	Comments/ Actions
Is ladder free from any modification			
Is ladder free from any distortion or warping that could affect stability			
Are stiles (uprights) free of damage (e.g. worn, split, bent, etc.)			
Are feet on stiles in good condition <i>i.e.</i> not damaged, excessively worn or missing			
Are all rungs (steps) present, tight and in good condition			
If present, is any anti-slip rubber on rungs in good condition			
Are any brackets, hooks and catches (if present) securely fixed, working smoothly and free from damage, corrosion and contamination			
If tie rods and struts are present, are they securely fixed and free from damage, corrosion and contamination			
For stepladders, are locking bars present, not damaged and can they engage/lock properly			
For stepladders, is any working platform free from damage ( <i>i.e.</i> not split or buckled)			
Are all fixings (hinges, pivots, etc.) in good condition and working properly			

Refer to Guidance Note 042 – Visual Guidance for Inspecting Ladders and Stepladders

**If any of the answers above are No, then the (step) ladder must be taken out of use immediately, removed to a secure location and further advice sought.**

**The University does not recommend repairs to any (step) ladder.**