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| Portable Ladder Periodic Inspection |
| Agency: | Location: |
| Date: | Name of Inspector: |
| Length of ladder: ft. | Material: \_\_\_ Wood \_\_\_ Fiberglass \_\_\_ Aluminum |
| Type of ladder: \_\_\_ Straight \_\_\_ A-Frame \_\_\_ Extension \_\_\_ Combination \_\_\_ Other |
| # | N/A | Needs work | OK | Condition Surveyed |
| 1 |  |  |  | Side rails are in good condition; not damaged, splintered, or severely faded |
| 2 |  |  |  | Safety labels are legible. Weight limit / rating label is legible |
| 3 |  |  |  | Ladder is in generally good condition. |
| 4 |  |  |  | General cleanliness is acceptable;  |
| **Straight and extension ladders** |
| 5 |  |  |  | Feet swivel freely and bottom surfaces are in good condition. |
| 6 |  |  |  | Tip protectors are in place and in good condition. |
| 7 |  |  |  | Dogs move freely and lock onto rung easily. |
| 8 |  |  |  | Lanyard rope is in good condition and pulley rotates freely. |
| 9 |  |  |  | Rungs are round, non-slip, firmly secured in the side rails, and not damaged. |
| 10 |  |  |  | Rungs are clean of grease/oil and significant accumulation of dirt/debris. |
| **A-Frame Ladders** |
| 11 |  |  |  | Spreader bar is secure in the side rails and locks firmly. |
| 12 |  |  |  | Feet are even and level on floor. |
| 13 |  |  |  | Steps are flat, clean, and secure in the side rails. Step braces are secure. |
| 14 |  |  |  | Paint/tool shelf in good condition. |
| 15 |  |  |  | Rivets and connections are secure. Ladder is stable against side movement. |
| **Combination Ladders** |
| 16 |  |  |  | Feet are in good condition. |
| 17 |  |  |  | Rungs are in good condition. |
| 18 |  |  |  | Hinges move freely and lock securely in place. |
| Findings 🞏 PASS/SATISFACTORY 🞏 FAIL/CORRECTIVE ACTION NEEDED – TAKEN OUT OF SERVICE |
| **Item #** | **Condition / Action needed** |
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| Repairs must be made by a qualified person.Returned to service (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials of qualified person \_\_\_\_\_\_\_\_ |