

Ladder maintenance log

All ladders and stepladders must be checked in accordance with this schedule every _____ months (insert frequency of inspection).

Ladder Inspection must check all parts of the ladder listed in this table	
Ladder Stiles(uprights)	Check for cracks, corrosion, dents and any signs of excessive wear. Are stiles loose? Are there any missing or loose screws or rivets?
Ladder Rungs(steps) Stepladder Treads (steps)	Check for cracks, corrosion and dents. Are any rungs, treads missing, loose or bent? Are rungs and treads clean and free from contamination?
Ladder Feet –rubber feet	Are the feet firmly attached with a good tread?
IF INSPECTION IDENTIFIES ANY DEFECTS DO NOT USE	

Maintenance record				
Ladder Description (e.g. serial number)	Inspection Date	Comments – is ladder damaged? Tick yes / no. If yes provide details.		Action taken
		Yes	No	