



# Inspection checklist

## for ladders and steps

### as per employers' liability insurance association provisions

In accordance with the provisions of the German Ordinance on Industrial Health and Safety (BetrSichV) Section 14 (Inspecting work equipment), the employer must ensure that work equipment is regularly inspected. The purpose of this inspection is to be certain of the lawful condition and safe function of this work equipment. The interval between inspections depends on the operating conditions (frequency of use, load during use, incidence and severity of faults identified in previous inspections).

– The inspection should be performed at least once per year  
and only ever by a suitably **qualified person** –

Inventory no.:

Department/site:

Manufacturer/dealer:

Date of manufacture:

Item no.:

Number of rungs/steps:

Length of ladder:

Name/department of inspector:

Design:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Leaning ladder       | <input type="checkbox"/> Step ladder    | <input type="checkbox"/> Telescopic ladder |
| <input type="checkbox"/> Multipurpose ladder  | <input type="checkbox"/> Hinged ladder  |  |
| <input type="checkbox"/> Rope-operated ladder | <input type="checkbox"/> Scaling ladder |  |
| <input type="checkbox"/> Platform ladder      | <input type="checkbox"/> Step           |  |
| <input type="checkbox"/> Other _____          |   |  |

Material:

- |                                    |  |
|------------------------------------|--|
| <input type="checkbox"/> Aluminium | <input type="checkbox"/> Wood            |
| <input type="checkbox"/> Steel     | <input type="checkbox"/> Stainless steel |
| <input type="checkbox"/> Plastic   | <input type="checkbox"/> Other _____     |

Additional equipment (e.g. conductive foot caps, castors, hanging step):

Notes (e.g. modifications, repairs):

Inspection criteria	1st inspection		2nd inspection		3rd inspection		4th inspection		5th inspection	
<b>Check the foot caps/non-slip guards are:</b>										
Complete	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
Securely attached	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
In full working order	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
Not heavily worn/damaged	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
<b>Check the rails are:</b>										
Free from dents, bends, cracks	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
Straight (not twisted, warped)	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
For wooden ladders: Treated with a protective coating	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
Free from corrosion	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
<b>Check the steps/rungs/platforms are:</b>										
Fully connected to the rail	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
Safe to step on (profiling)	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
Undamaged (no bends/cracks)	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
Not missing any rungs/steps	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
Free from corrosion	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
<b>Check the hinges are:</b>										
Securely attached	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
In full working order	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
Undamaged	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
<b>Check the spreader lock is:</b>										
Complete	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
Securely attached	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
In full working order	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
Undamaged (no bends/cracks)	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
Free from corrosion	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
<b>Check the fittings (guiding elements, self-locking hooks/anti-derailing devices, extension limiter, etc.) are:</b>										
Complete	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
Securely attached	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
In full working order	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
Undamaged (no bends/cracks)	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
Free from corrosion	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
<b>Check accessories included (castors, ladder spikes, rail extensions, foot plates, etc.) are:</b>										
Complete	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
In full working order	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
Undamaged (no bends/cracks)	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
Free from corrosion	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
<b>Check the entire ladder is:</b>										
Free of heavy soiling	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
Free of sharp edges, splinters, burrs	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
Not missing any fastenings (screws, rivets, etc.) and these are all fastened securely	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
Stable (test climb)	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
Fitted with complete and legible safety signs	OK	not OK	OK	not OK	OK	not OK	OK	not OK	OK	not OK
<b>Inspection result</b>										
Ladder/step OK										
Ladder/step restricted – repair required										
Ladder/step restricted – scrap										
<b>Inspection completed</b>										
Date										
Signature										
<b>Next inspection due</b>										
Date (write month/year on inspection sticker)										
<b>Comments:</b>										