

Portable Ladder Safety Inspection and Maintenance Register

Faculty:

School/Dept:



This log should be filled out every time a portable metal or timber ladder is inspected, as a record of inspections completed.

Inspection Date	Ladder ID / name of ladder	Location where ladder is stored (building, floor, room no.)	Ladder type (e.g. step, extension, trestle, multipurpose etc)	Ladder construction (metal, timber, reinforced plastic)	Comments / notes (on any damage incurred, repairs required etc)	Signature of person conducting inspection