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| **Identification Number** | **Type of Ladder / Stepladder** | **Date of Inspection** | **Satisfactory**  **Y / N** | **Comments** | **Signature** |
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**Ladder / Stepladder Checks**

**CHECK**

* The stiles are not bent or damaged.
* The feet are not missing, worn or damaged.
* The rungs are not bent, worn, missing or loose.
* The locking mechanism is not worn or damaged and engages effectively.
* The platform on step ladders is no split of buckled.
* The handrails are in good condition and securely fixed.
* All associated pieces of equipment (e.g. footing devices) are in good condition.

**NOTE:**

* Prior to using any ladder / step ladder a pre-use check must be completed in order to identify any visible damage and ensure the equipment is safe for use.
* All ladders / step ladders must be secured at all times when not in use in order to prevent unauthorised use.
* Only designated and trained members of staff are permitted to use ladders / step ladders.