

# OPERATING INFORMATION

PPN# 00230

## Ladder Inspection Report Example [Retain for future reference.]

The following Ladder Inspection Report is one example of a document that can be used to continuously monitor the serviceability of your ladder. EGA Products strongly suggests the use of a report such as this to help prevent any potentially avoidable accidents.

### LADDER INSPECTION REPORT

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- Check all welds for hairline cracks
- Check all tubing for dents or bends
- Check all steps for dents or bends
- Check casters for function
- Check legs for straightness
- Check to see if all rubber feet are in place on legs
- Are all bottom cross tubes in place and secure?
- Are bottom cross tubes straight?
- Are back diagonal braces in place and secure?
- Are back diagonal braces straight?
- Is top cross tube (at top of handrail, in back) in place and secure?
- Are all set-screws and nuts and bolts in place and tight?
- Are safety labels in place?

#### For Ladders with Spring Loaded Casters:

- Is ladder elevated above floor by springs when unmanned?
- Does ladder rest on ladder legs when weight is placed on ladder?

#### For Ladders with Bottom Step Lock:

- Does bottom step-lock lift ladder up to roll?
- Does bottom step-lock release ladder down on ladder legs?

\*This list may not be all inclusive. Are there any other problems or concerns that you have?

\*\*If damaged, take ladder out of service immediately and contact EGA Products for action to be followed. Call 1-800-937-3427 for further instructions.

INSPECTED BY \_\_\_\_\_ DATE \_\_\_\_\_

LADDER SIZE \_\_\_\_\_

STORE/DEPT. \_\_\_\_\_



EGA PRODUCTS, INC. *Manufacturers of material handling and storage equipment*

Wisconsin Manufacturing: P.O. Box 366 • 4275 N. 127<sup>th</sup> St. • Brookfield, WI 53008-0366

North Carolina Manufacturing: S. Iredell Industrial Park • 208 McKenzie Rd. • Mooresville, NC 28115

Phone: 262-781-7899 Toll Free: 800-937-3427 Website: [www.egaproducts.com](http://www.egaproducts.com)