

Control sheet for ladders and step stools



Control sheet for inspecting ladders and step stools in accordance with the industrial safety regulation (EU directive 2009/104/EEC) and DGUV information 208-016 (previously BGI 694) "The use of ladders and step stools".

The time intervals for the inspection are based in particular on the frequency of use, the stress during use and the frequency and severity of the defects found in previous tests.

The results of this inspection must be documented.

Inventory-no. _____

Location _____

Type of ladder leaning ladder standing ladder push up extending ladder
 rope-operated extending ladder combination ladder
 sectional ladder platform ladder telescopic ladder
 step stool other type _____

Material of the ladder aluminium plastic (GRP) steel
 stainless steel wood plastic (GRP) / aluminium

Data of the ladder length / height _____
number of steps / rungs _____
max. load _____
equipment (e.g. EX-version,
electrically conductive feet/casters) _____
certificates (GS-tested / „Bauart geprüft“ tested) yes no

Data after repair length of the ladder _____
number of steps / rungs _____

Manufacturer / supplier _____

Order number _____

Purchasing date _____

Inspection carried out by _____

Taking note by
responsible person _____

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Inspection criteria	1. Inspection		2. Inspection		3. Inspection		4. Inspection	
	OK	n. OK	OK	n. OK	OK	n. OK	OK	n. OK
rungs / steps / platform								
deformation / wear								
damage (e.g. cracks) / corrosion								
rungs / steps / platform connections and completeness								
wear (platform cover, tread)								
Sharp edges / splinters / burrs								
stiles / side rail								
deformation / wear								
damage (e.g. cracks) / corrosion								
sharp edges / splinters / burrs								
protective coating								
fitting / hinges / latches / fasteners / rung hooks / rivets / screws / bolts								
tight fit of the fastenings / completeness								
wear / damage (e.g. cracks) / corrosion								
functionality								
lubrication (mechanical parts)								
feet / casters								
tight fit of the fastenings / completeness								
wear / damage (e.g. cracks) / corrosion								
functionality								
opening restraint device								
fixation / completeness								
wear / damage (e.g. cracks) / corrosion								
functionality in position of use								
accessoires								
wear / damage (e.g. cracks) / corrosion								
functionality								
sharp edges / splinters / burrs								
general								
ladder free of dirt (e.g. paint, oil, grease)								
identification existent								
instruction manual / instructions for use								
result								
ladder / step stool okay and usable								
ladder / step stool blocked / repair required								
ladder / step stool blocked / exchange required								
ladder / step stool inspected								
date								
name								
signature								
next inspection								
date								