

HIGH SEAT INSPECTION CHECKLIST

High seat location/number _____

Item to be checked	Condition OK	Needs repair
Material (record condition)		
Loose steps or rungs (considered loose if they can be moved at all with the hand)		
Loose nails, screws, bolts or other metal parts		
Cracked, split or broken uprights, braces, steps or rungs		
Slivers on uprights, rungs or steps		
Damaged or worn non-slip bases		
Wobbly (fixed to structure well)		
Loose or bent hinge spreaders		
Deterioration of rope, straps or other fixing from exposure to weather or other destructive agents		
Stop on hinge spreaders broken		
Broken, split or worn steps		
Loose hinges		
Encroachment from tree limbs etc		
"Do not climb" signs present		
Rust/perishing		
Wooden Seating		
Safety / shooting rails		
Folding or telescopic: Loose, broken or missing extension locks		
Defective locks that do not seat properly when the ladder is extended		

Note: Any defects to the high seat must be reported and the high seat removed from use and marked with a label to ensure further use is prohibited. All repair work to ladders and steps may only be carried out by a competent person.

Repaired by: _____ or Passed by: _____

Re-inspected by: _____ Date: / /

NOTE: Any ladder considered unsafe and beyond economical repair must be scrapped.

Scrapped by: _____ Date: / /