SITE survey. APP

SITE SURVEY REPORT

Ladder Inspection Checklist

Prepared for	Northfield Electrical Ltd
Date	8 Oct 2026
Site	Ladder register, Northfield Electrical vans
Prepared by	S. Patel

FORM

Ladder Inspection Checklist

1. Inspection details

Project	Ladder register, Northfield Electrical vans: quarterly inspection (completed example)
Client	Northfield Electrical Ltd
Site	Northfield Electrical depot
Site address	Unit 4, Brook Trading Estate, Leicester
Date of inspection	8 Oct 2026
Inspected by	S. Patel
Type of inspection	Detailed visual inspection

Detailed visual inspection. HSE says these are the employer's responsibility, should be done by a competent person at fixed intervals following the manufacturer's instructions, and should be recorded. Ladders that are part of a scaffold are inspected every 7 days with the scaffold. The Work at Height Regulations 2005, regulation 12, require work equipment exposed to conditions that cause deterioration to be inspected at suitable intervals, with the result recorded. HSE leaflet INDG455, Safe use of ladders and stepladders, sets out the checks on this form.

2. Ladders inspected

Ladders and stepladders 1: NE-L01

Ladder ID or asset number	NE-L01
Type	Combination ladder
Material	Glass fibre (GRP)
Standard on the label	BS EN 131 Professional
Where it is kept or who it is issued to	Van NE-3, D. Hughes
Date of the last detailed inspection	7 Jul 2026
Days since the last detailed inspection	93
Stiles not bent, split, cracked or damaged	OK
Feet present, not worn, damaged or clogged	OK

Rungs or steps not bent, worn, missing or loose	OK
Locking bars, hinges and spreaders working, not bent or worn	OK
Stepladder platform not split or buckled	Not applicable
Steps and treads clean, fixings tight	OK
Extension ropes, pulleys and guide brackets sound	Not applicable
Label with standard, type and maximum load readable	OK
Will it be used for electrical work?	Yes
Result	Pass
Next detailed inspection due	8 Jan 2027
Days to the next detailed inspection	93

Ladders and stepladders 2: NE-L04

Ladder ID or asset number	NE-L04
Type	Stepladder
Material	Aluminium
Standard on the label	Older standard (BS 2037, BS 1129 or EN 131 before its revision)
Where it is kept or who it is issued to	Stores
Date of the last detailed inspection	7 Jul 2026
Days since the last detailed inspection	93
Stiles not bent, split, cracked or damaged	Defect
What is wrong?	Rear stile bent about 200 mm above the foot.
Feet present, not worn, damaged or clogged	Defect
What is wrong?	One foot missing.
Rungs or steps not bent, worn, missing or loose	OK
Locking bars, hinges and spreaders working, not bent or worn	OK
Stepladder platform not split or buckled	OK

Steps and treads clean, fixings tight	OK
Extension ropes, pulleys and guide brackets sound	Not applicable
Label with standard, type and maximum load readable	OK
Will it be used for electrical work?	No
Result	Fail
What happens to it?	Destroyed or disposed of

> HSE says that if you find a problem, do not use the ladder and tell the person in charge of the work.

Ladders and stepladders 3: NE-L07

Ladder ID or asset number	NE-L07
Type	Extension ladder
Material	Aluminium
Standard on the label	BS EN 131 Professional
Where it is kept or who it is issued to	Van NE-1, M. Ross
Date of the last detailed inspection	7 Jul 2026
Days since the last detailed inspection	93
Stiles not bent, split, cracked or damaged	OK
Feet present, not worn, damaged or clogged	OK
Rungs or steps not bent, worn, missing or loose	OK
Locking bars, hinges and spreaders working, not bent or worn	OK
Stepladder platform not split or buckled	Not applicable
Steps and treads clean, fixings tight	Not applicable
Extension ropes, pulleys and guide brackets sound	OK
Label with standard, type and maximum load readable	OK
Will it be used for electrical work?	No
Result	Pass

Next detailed inspection due	8 Jan 2027
Days to the next detailed inspection	93
Ladders failed	1
Ladders passed	2
Next due date already past	0

3. Use on this job

Will anyone stay up a leaning ladder or stepladder for more than 30 minutes at a time?	No
Can leaning ladders be secured: tied, held by a stability device, wedged, or footed as a last resort?	Yes
Can the user keep three points of contact while working?	Yes
Notes on how the ladders will be used	Extension ladders are for access only. Jobs over 30 minutes use the podium steps.

4. Actions and sign-off

Are further actions needed?	Yes

Further actions 1: Order a replacement stepladder for the stores.

What needs doing?	Order a replacement stepladder for the stores.
Who will do it?	S. Patel
Due date	15 Oct 2026
Status	Open
Inspector name	S. Patel
Position or company	Health and safety lead, Northfield Electrical
Inspector signature	

Signing records what was found on the day. It is not a guarantee of condition and does not replace any examination, test, design check or repair needed from a competent person.