**PORTABLE LADDER REGISTER**

**NOTE: Do not ‘tick’. Write OK or use the applicable code.**

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| **ID No.** | **Location** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Checklist** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1. Unsafe condition? 2. Steps to loose? 3. Steps damaged? 4. Uprights damaged? 5. Non-skid feet? 6. Unstable joints? 7. Damaged hinges? 8. Loose screws/bolts? 9. Bars damaged? 10. Free from cracks/ splinters? 11. Extension lock defective? 12. Retraction rope defective? 13. Wooden ladder free from paint? 14. Comply with GSR13A? |
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| Date inspected by | |  |  |  |  |  |  |  |  |  |  |  |  |
| Person inspecting initial | |  |  |  |  |  |  |  |  |  |  |  |  |
| Consultant/Auditor initial | |  |  |  |  |  |  |  |  |  |  |  |  |
| Principal 16(2) initial | |  |  |  |  |  |  |  |  |  |  |  |  |
| I certify that the above ladders have been inspected in accordance with regulation 13A of the GSR and those indicating defects, have been withdrawn from service for repair or replacement. | | | | | | | | | | | | | |
| Principal 16(2) Signature: | | Date: | | | | | | | | | | | |
| **NB!! ALL DEVIATIONS ARE TO BE RECORDED ON A SEPARATE SHEET** | | | | | | | | | | | | | |

**LADDER DEVIATION SCHEDULE**

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| --- | --- | --- | --- | --- | --- |
| **MONTH** | **Serious deviations noted and action plan to rectify deviation** | **Action by** | **Target date** | **Done** | |
| **Yes** | **No** |
| **January** |  |  |  |  |  |
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| **November** |  |  |  |  |  |
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