**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above ladders have been inspected in accordance with regulation 13A of the GSR and those indicating defects, have been withdrawn from service for repair or replacement.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**

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