

### ACCESS EQUIPMENT INSPECTION CHECKLIST

Description of Item .....

Identification number .....

Location .....

Date of inspection .....

Item Inspected	Satisfactory		Defect(s) Identified	Remedial Action Required	Date
	Yes	No			
Does it comply with British/European Standards?					
Is there evidence of: - wear - distortion - decay - corrosion - cracks - oxidation - splits					
Are there any loose, bent or missing rungs?					
Are wedges tightly secure and not protruding?					
Are stiles sound and not distorted?					
Are there any splinters or sharp edges on stiles and treads?					
Are the ropes/chains/stays on stepladders of the correct length? Are they secure?					
Are any handrails in good condition and securely fixed?					
Are non-slip feet fitted to the stiles?					
Is the latter stored:					



NOTE:

Equipment which fails must be taken out of use immediately and prominently labelled until it has been repaired or disposed of.

Equipment, which cannot be satisfactorily repaired, must be destroyed and the method of disposal must be recorded in the register.

**TOWER SCAFFOLDS INSPECTION CHECKLIST**

Description of Item .....

Identification number .....

Location .....

Date of inspection .....

Item Inspected	Satisfactory		Defect(s) Identified	Remedial Action Required	Date
	Yes	No			
Does it comply with British/European Standards?					
Is there evidence of: - wear - distortion - decay - corrosion - cracks - oxidation - splits					
Are there any splinters or sharp edges on boards?					
Do the boards fit securely so that they will not slide out if the tower flexes?					
Are all components present? (including outriggers if appropriate)					
Are welded joints sound?					
Are vertical and horizontal tubes at the correct angle?					
Is manufacturers/suppliers literature available?					
Are you aware of the limitations on use of the scaffold?					
Are brakes fitted to castors and do they operate correctly?					
Does the tower flex excessively?					