

[This register should be completed each time a formal inspection of a portable metal or timber ladder using the Portable Ladder Safety Inspection Checklist](#) is performed.

Serial number / name of ladder	Location where ladder is stored (building, floor, room no.)	Ladder type (e.g. step, extension, trestle, multipurpose etc)	Ladder construction (metal, timber, reinforced plastic)	Comments / notes (on any damage incurred, repairs required etc)	Signature of person conducting inspection	Inspection Date

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