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| **Step Ladder Inspection record** |
| **S/No. of equipment;** | **Material please circle ;****Timber Fibreglass Aluminium** |
| No. of treads( Excluding platform top & top rail) | **Type: Swing back Platform Combination** |
| Previous location: | **Previously issued to:** |
| Current location: | **Currently issued to;** |

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| **No. Inspection results** |
| *00* | *Example* | *~~Ok~~* | *Quarantine* | *~~Scrap~~* | *Found damaged* | Darren A |
| 1 | Front stiles | Ok | Quarantine | Scrap |  |  |
| 2 | Back legs | Ok | Quarantine | Scrap |  |  |
| 3 | Treads | Ok | Quarantine | Scrap |  |  |
| 4 | Feet | Ok | Quarantine | Scrap |  |  |
| 5 | Hinges | Ok | Quarantine | Scrap |  |  |
| 6 | Locking stays | Ok | Quarantine | Scrap |  |  |
| 7 | Top rail | Ok | Quarantine | Scrap |  |  |
| 8 | Platform | Ok | Quarantine | Scrap |  |  |
| 9 | Back rail | Ok | Quarantine | Scrap |  |  |
| 10 | Struts | Ok | Quarantine | Scrap |  |  |
| 11 | Stiffness | Ok | Quarantine | Scrap |  |  |
| 12 | Function | Ok | Quarantine | Scrap |  |  |

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| **No.** | **Details of faults found / identified** |
|  |  | **Brief details** |
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| **Actions taken on findings:** |
| **Fitness for use?** | **Ok** | **Quarantine** | **Scrap** | **If scrap how disposed?** |
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| **Date of inspection** | **Date of next inspection** |
| **Print name:** |  |