



SCALE

ADDC [®] SRL

www.scaledc.it

**USE AND
MAINTENANCE
MANUAL**

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**INSTRUCTIONS AND
SAFETY REGULATIONS**

	PREMISE	
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Adequate safety in the workplace is vital to avoid serious injury to yourself and others. This is why it is of the utmost importance that you observe the **WARNINGS** and read this manual carefully, as it supplies basic and precise instructions on ordinary and periodical maintenance operations.

ATTENTION: READ IT AND KEEP IT!

- Study the instructions for use.
- The operator must be instructed on how to use the ladders, be aware of the lifting capacity, limits to use, and safety regulations, and must observe them scrupulously.
- The user handbook is fundamental to the proper use and storage of the ladder.

	MANUFACTURER	
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The manufacturer of the ladders described in this manual is
SCALE DC srl Via Marche, 09 – **20090 Fizzonasco di Pieve Emanuele (MI) - ITALY** Tel
+39 02-90428269 Fax **+39 02-90427376**
 e-mail: commerciale@scaledc.it <http://www.scaledc.it>

	ASSISTANCE SERVICE	
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For repairs and revisions, contact the manufacturer **SCALE DC S.r.l.**, which has highly qualified personnel and all the necessary equipment. The **TECHNICAL ASSISTANCE SERVICE** is available for information, advice and, if necessary, intervention by its personnel. Always quote the serial number and the item code printed on the plate on the ladder.

	SPARE PARTS SERVICE	
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Correct and lasting use is only guaranteed using original spare parts. At the end of this manual there are cards on which to indicate all the operations, updates and changes effected during the life of the ladder. This will enable both you and us to keep an updated statistical record of details regarding the ladder.

THE INSTRUCTIONS GIVEN HERE DO NOT REPLACE THE OBLIGATIONS FOR THE OBSERVANCE OF CURRENT LEGISLATION AS REGARDS SAFETY AND ACCIDENT PREVENTION.
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	HARMONISED REGULATIONS APPLIED	
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EN 131 – Part 1
EN 131 – Part 2
UNI EN 131/7
UNI EN 14122-4

	LEGISLATIVE REGULATIONS	
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D.LGS 81/2008 (ITALIAN LAW)

INSTRUCTIONS FOR USE

- **To use the ladder the operator must be in perfect psychophysical conditions and be capable of reading, understanding and remembering the instructions for use which clearly indicate the obligations and prohibitions.**
- All the instructions for use and maintenance contained in this manual are imperative. Consequently we recommend that you read them carefully and repeatedly and apply them constantly.
- The company SCALE DC S.r.l., while confirming its non responsibility other than the warranty supplied, invites you to precisely and promptly observe all the instructions given in this manual and to apply the regulations in force, as failure to do so shall provide a further reason for non responsibility for damages to the ladder or other items and for personal injury, also in relation to third parties.
- For special working conditions not indicated in this documentation, ask the manufacturer for written approval.

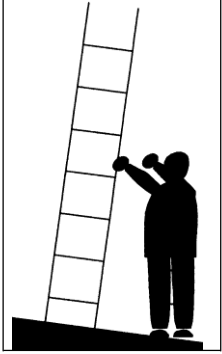
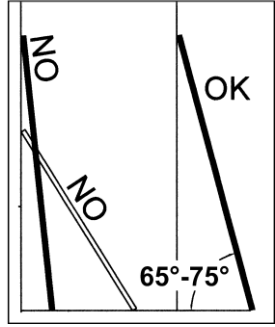
<p>IT IS COMPULSORY TO OBSERVE ALL THE SAFETY REGULATIONS AT ALL TIMES. THIS IS WHY IT IS VITAL TO GAIN FULL KNOWLEDGE OF THE CONTENTS OF THIS MANUAL BEFORE USING THE LADDER.</p>

SAFETY REGULATIONS AND INSTRUCTIONS FOR GENERAL USE
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- 1) Scrupulously follow the instructions for use in chronological order.
- 2) Read the information on all the plates applied to the ladder and that printed in this manual.
- 3) Inspect the ladder after delivery and every time you use it to check the good condition and perfect working order of every part.
- 4) Ensure that the ladder is suitable for the work to be carried out.
- 5) Ensure that there are no live electric power lines near the working area.
- 6) Should the ladder be used near roads open to traffic, it is compulsory to indicate its presence with the appropriate signs placed on the ground and observe the regulations in force with regard to circulation. (a : if the work is carried out on pavements, passage under the ladder must be prevented by placing a sign stating – work in progress – on one side with an arrow indicating the obligatory passage to the right or left on the other, on either side of the working area, or erect a barrier; b):if the base of the ladder on the façade invades the road, it is necessary to pre-signal its presence with the “works” sign, erect two “compulsory passage” signs and prevent passage under the ladder using barriers. If the useful width of the road is less than 2.80 m, it is necessary to block the passage of vehicles with the permission of the Department which owns the road.
- 7) The use of the ladder with loads greater or other than those indicated on the ladder or by the present regulations is strictly forbidden.

Manuale istruzioni per l'uso scale

- 8) All authorised staff must wear protective headgear in compliance with the law. Do not drop materials from overhead. The use of work tools which do not comply with the laws in force is forbidden.
- 9) Do not use a damaged ladder.
- 10) Repairs must only be carried out by expert staff (manufacturer).
- 11) Remove any foreign material such as fresh paint, mud, etc. from the ladder.
- 12) Position the ladder correctly.



-a- The correct angle for a resting ladder is between 65° and 75° (the base must be about 1/4 of the length of the ladder from the wall or the projection of its summit onto the ground).

-b- Fully open the scissor ladders.

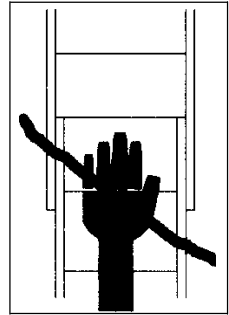
13) The sliding extension ladder or the modular ladder can be extended on the ground and then set upright with the help of assistants, or can be extended directly against the wall. The user must extend the ladder using the best, safest system in relation to the situation and the workplace.

14) The ladder must rest sturdily on the ground on a level, non-slip surface.

15) Rest the summit of the ladder on a sturdy, flat surface. Use any stabilising devices fitted to the ladder. When the use of the ladder,

due to its height or for other reasons, involves a risk of wobbling, it must be adequately fastened at the summit or held by someone at the bottom.

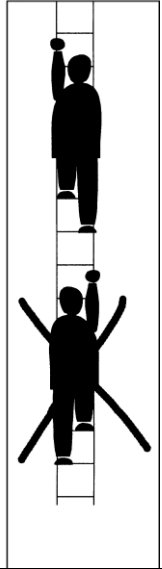
- 16) Always climb down to the ground before moving the ladder or extending and extensible ladder. Do not stand on the ladder unless it is resting against the wall.
- 17) After exceeding a height of 8 metres, apply the reinforcement section to extension ladders.
- 18) For modular ladders with three elements in the open scissor position, it is not possible stand on the third element. In this position the third element must be used for protection or as a hand rest.
- 19) Do not place hands between the rungs when extending or closing extension ladders.
- 20) It is not possible for two or more people to climb the ladder at the same time, unless it has been designed for this purpose.
- 21) When climbing or working, do not lean sideways or apply lateral loads.



22) Keep a strong grip when climbing the rungs of the ladder.

Manuale istruzioni per l'uso scale

- 23) Do not place your feet on the final metre of the ladder.
- 24) Resting and/or extension ladders must always stretch one metre above the arrival level. Otherwise the user must prepare the necessary equivalents (handles, parapets, etc.).
- 25) Do not spend too much time on the ladder without regular breaks, as fatigue is dangerous.
- 26) Metal ladders conduct electricity. Do not use them near live electric power lines.
- 27) Do not use the ladder outdoor in adverse weather conditions (strong wind, rain, etc.).
- 28) Do not use the ladder near doors, open windows or mobile elements.
- 29) Climb the ladder, gripping securely and always facing towards it.
- 30) Do not use the ladder as a bridge or scaffolding, unless it has been designed for this purpose.
- 31) Always wear suitable footwear in good conditions and with a secure grip.
- 32) A ladder is not a toy. Keep out of the reach of children.



LADDER CAPACITY

All the ladders are designed to bear a maximum vertical static load of 150 kg in the operating position.

Ladders are destined for use by just one person at a time.

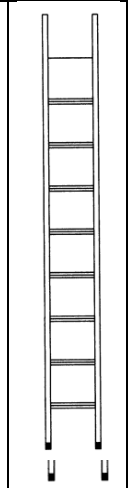


INSTRUCTIONS FOR THE SPECIFIC USE OF EACH TYPE OF LADDER

● SINGLE LADDER mod. B2

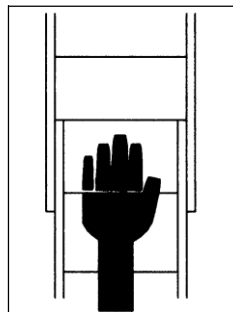
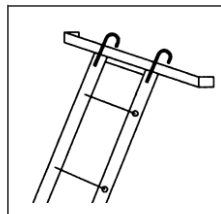
1. Read the information on all the plates applied to the ladder and all the instructions in the manual enclosed.
2. Ensure that the ladder is suitable for the work to be carried out.
3. The use of the ladder with loads greater or other than those indicated on the ladder or by the present regulations is strictly forbidden.
4. Individuate the side of the ladder to be climbed before use.
5. The ladder must always extend at least 1 metre above the arrival level. Otherwise the user must prepare the necessary equivalents (handles, parapets, etc.).
6. When climbing or working, do not lean sideways or apply lateral loads.
7. Do not stand on the ladder unless it is resting against the wall.
8. Keep a secure grip while climbing.
9. Do not spend too much time on the ladder without taking regular breaks.
10. Position and use the ladder.

● EXTENSION LADDER mod. B2 SFILO



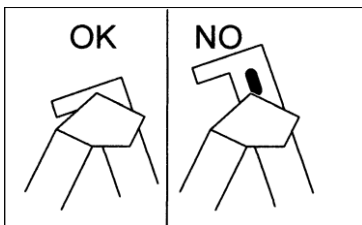
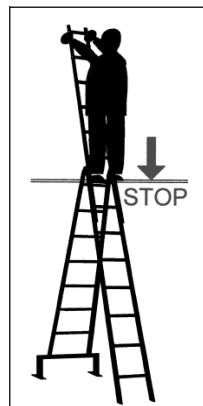
Manuale istruzioni per l'uso scale

1. Read the information on all the plates applied to the ladder and all the instructions in the manual enclosed.
2. Ensure that the ladder is suitable for the work to be carried out.
3. The use of the ladder with loads greater or other than those indicated on the ladder or by the present regulations is strictly forbidden.
4. Individuate the side of the ladder to be climbed before use.
5. The ladder must always extend at least 1 metre above the arrival level. Otherwise the user must prepare the necessary equivalents (handles, parapets, etc.).
6. When climbing or working, do not lean sideways or apply lateral loads.
7. Do not stand on the ladder unless it is resting against the wall.
8. Keep a secure grip while climbing.
9. Do not spend too much time on the ladder without taking regular breaks.
10. Position the ladder.
11. Pull and rotate the locking devices on the external mounts.
12. Do not place hands between the rungs when extending or closing extension ladders, and ensure that no one has their hands on the rungs (DANGER OF AMPUTATION).
13. Extend the ladder to the height required and engage the locking devices.
14. Hook the ladder to the arrival point using the special hooks fitted to the upper end of the ladder and ensure that the hooking point is solid.
15. Use the ladder.



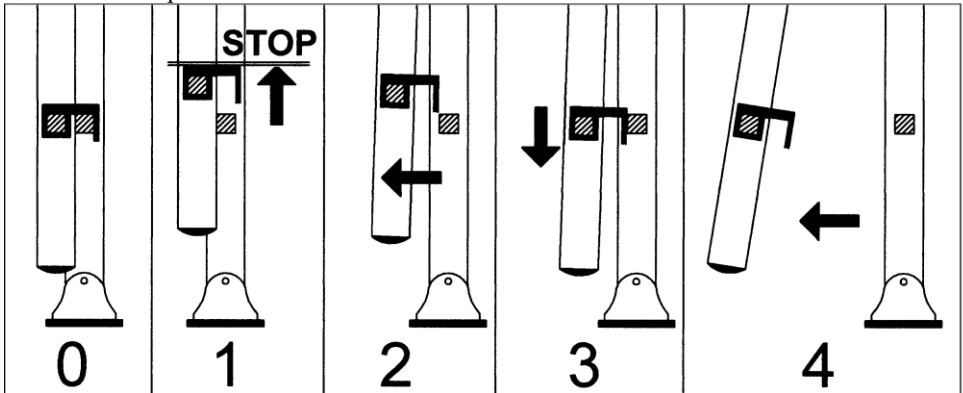
● LADDER WITH 2 OR 3 MODULAR ELEMENTS mod. B5

1. Read the information on all the plates applied to the ladder and all the instructions in the manual enclosed.
2. Mount the stabilising axle onto the base trunk (where fitted).
3. Ensure that the ladder is suitable for the work to be carried out.
4. The use of the ladder with loads greater or other than those indicated on the ladder or by the present regulations is strictly forbidden.
5. Individuate the side of the ladder to be climbed before use.
6. Do not stand on the ladder unless it is resting against the wall.
7. Keep a secure grip while climbing.
8. Do not spend too much time on the ladder without taking regular breaks.
9. When climbing or working, do not lean sideways or apply lateral loads.
10. Position the ladder.



(a) If you wish to use the ladder in an open scissor position:

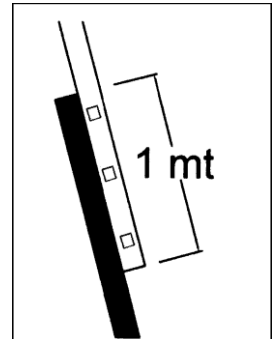
Open the ladder, releasing the anti-extension device (SEE DRAWING on page 8), taking care that the pin of the hinge enters the appropriate housing, as only in this way is it possible to open the ladder in the scissor position and lock it in place.



- Connect the 2 climbing trunks using the appropriate arms.
- Extend (for the 3-element version only) the 3rd trunk and use it as protection or as a hand rest. Access to the third element with feet is forbidden.
- Use the ladder.

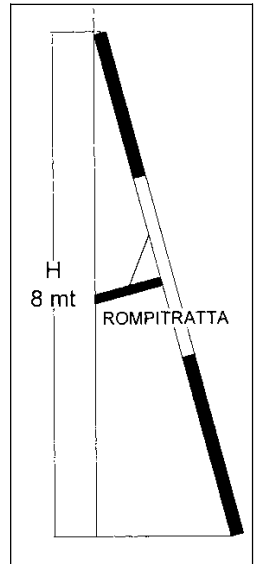
(b) If you wish to use it in the resting position:

- Do not place hands between the rungs when extending or closing extension ladders, and ensure that no one has their hands on the rungs (DANGER OF AMPUTATION).
- Release the anti-extension device and then lift the final trunk (the narrowest) and the intermediate element (3-element version), extending it to the required height.
- Once you have reached the required height, ensure that the stop hook is locked onto the step.
- Always overlap each element and the next by at least 1 metre (**MINIMUM 3 STEPS**).
- The ladder must always extend at least 1 metre above the arrival level. Otherwise the user must prepare the necessary equivalents (handles, parapets, etc.).
- Apply the reinforcement section (compulsory above 8 metres).
- Use the ladder.
- To lower the ladder, release the anti-extension device, lift the intermediate element just enough to release the stop hook from the step and accompany the intermediate and final elements to the ground.



● **ITALIAN LADDER mod. B6**

1. Read the information on all the plates applied to the ladder and all the instructions in the manual enclosed.
2. Ensure that the ladder is suitable for the work to be carried out.
3. The use of the ladder with loads greater or other than those indicated on the ladder or by the present regulations is strictly forbidden.
4. Individuate the side of the ladder to be climbed before use.
5. The ladder must always extend at least 1 metre above the arrival level. Otherwise the user must prepare the necessary equivalents (handles, parapets, etc.).
6. Do not stand on the ladder unless it is resting against the wall.
7. Keep a secure grip while climbing.
8. Do not spend too much time on the ladder without taking regular breaks.
9. When climbing or working, do not lean sideways or apply lateral loads.
10. Position the ladder.
11. Starting from the base trunk (with feet) engage the intermediate element followed by the final element.
12. Apply the anti-extension device in line with each engagement (if necessary).
13. Apply the reinforcement section (compulsory above 8 metres).
14. In exceptional cases, with ladders over 15 metres tall, it is compulsory to fasten the upper struts to stable elements.
15. Use the ladder.



● **LADDER WITH 2 OR 3 MANUALLY EXTENSIBLE ELEMENTS mod. B7**

1. Read the information on all the plates applied to the ladder and all the instructions in the manual enclosed.
2. Ensure that the ladder is suitable for the work to be carried out.
3. The use of the ladder with loads greater or other than those indicated on the ladder or by the present regulations is strictly forbidden.
4. Individuate the side of the ladder to be climbed before use.
5. The ladder must always extend at least 1 metre above the arrival level. Otherwise the user must prepare the necessary equivalents (handles, parapets, etc.).
6. When climbing or working, do not lean sideways or apply lateral loads.
7. Position the ladder.
8. Do not place hands between the rungs when extending or closing extension ladders, and ensure that no one has their hands on the rungs (DANGER OF AMPUTATION).
9. Release the anti-extension device and then lift the final trunk (the narrowest) and the intermediate element (3-element version), extending it to the required height.
10. Once you have reached the required height, ensure that the stop hook is locked onto the step.
11. Always overlap each element and the next by at least 1 metre.
(MINIMUM 3 STEPS).
12. Apply the reinforcement section (compulsory above 8 metres).
13. Do not stand on the ladder unless it is resting against the wall.
14. Keep a secure grip while climbing.



Manuale istruzioni per l'uso scale

15. Do not spend too much time on the ladder without taking regular breaks.
16. Use the ladder.
17. To lower the ladder, release the anti-extension device, lift the intermediate element just enough to release the stop hook from the step and accompany the intermediate and final elements to the ground.

● **LADDER WITH 2 OR 3 ROPE-OPERATED EXTENSIBLE ELEMENTS mod. B7**

1. Read the information on all the plates applied to the ladder and all the instructions in the manual enclosed.
2. Ensure that the ladder is suitable for the work to be carried out.
3. The use of the ladder with loads greater or other than those indicated on the ladder or by the present regulations is strictly forbidden.
4. Individuate the side of the ladder to be climbed before use.
5. The ladder must always extend at least 1 metre above the arrival level. Otherwise the user must prepare the necessary equivalents (handles, parapets, etc.).
6. When climbing or working, do not lean sideways or apply lateral loads.
7. Position the ladder.
8. Do not place hands between the rungs when extending or closing extension ladders, and ensure that no one has their hands on the rungs. (DANGER OF AMPUTATION).
9. Release the anti-extension device and pull the rope from the inside until the required height is reached. Then lock the stop hook onto the step (in the 3-element version, the third trunk is extended by hand).

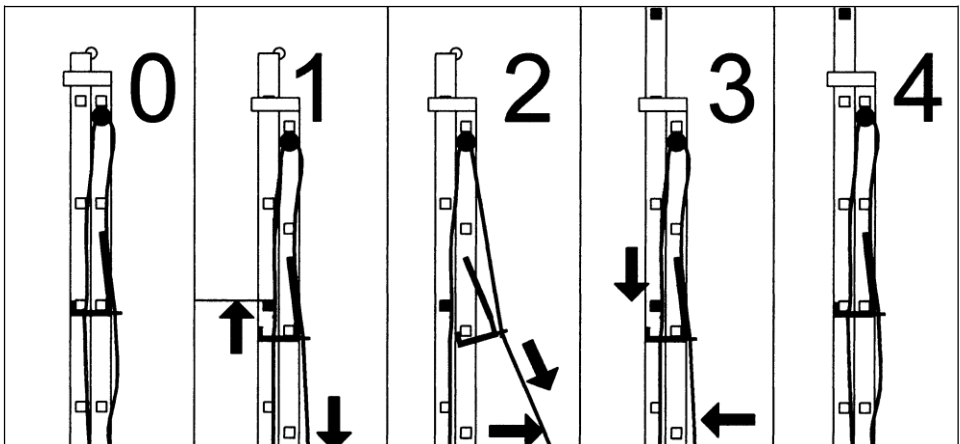
1-Closed ladder

2-Pull the rope downwards to raise the second trunk and release the step from the catch

3-Pull the rope out to open the catch and slide the ladder upwards

4-Use the rope to accompany the catch inwards and lower the ladder to the lock

5-Ladder ready for use



10. For the 3-element version lift the final trunk (the narrowest) and then the intermediate element extending to the required height.
11. Always overlap each element and the next by at least 1 metre.

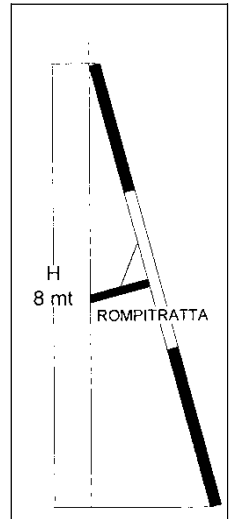
Manuale istruzioni per l'uso scale

(MINIMUM 3 STEPS).

12. Apply the reinforcement section (compulsory above 8 metres).
13. Do not stand on the ladder unless it is resting against the wall.
14. Keep a secure grip while climbing.
15. Do not spend too much time on the ladder without taking regular breaks.
16. Use the ladder.
17. To lower the ladder, release the anti-extension device, pull the rope and lift the intermediate element just enough to release the stop hook from the step and accompany the intermediate and final elements to the ground.

● **3-ELEMENT WINCH EXTENSION LADDER mod. B10**

1. Read the information on all the plates applied to the ladder and all the instructions in the manual enclosed.
2. Ensure that the ladder is suitable for the work to be carried out.
3. The use of the ladder with loads greater or other than those indicated on the ladder or by the present regulations is strictly forbidden.
4. Individuate the side of the ladder to be climbed before use.
5. The ladder must always extend at least 1 metre above the arrival level. Otherwise the user must prepare the necessary equivalents (handles, parapets, etc.).
6. When climbing or working, do not lean sideways or apply lateral loads.
7. Position the ladder.
8. Use the winch to extend the ladder to the height required, then lock the stop hook onto the step **(ensure that the rope is slack as the ladder must work on the catches).**
9. Always overlap each element and the next by at least 1 metre **(MINIMUM 3 STEPS).**
10. Apply the reinforcement section (compulsory above 8 metres).
11. Do not stand on the ladder unless it is resting against the wall.
12. Keep a secure grip while climbing.
13. Do not spend too much time on the ladder without taking regular breaks.
14. Use the ladder.
15. To lower the ladder, use the winch to raise the intermediate element just enough to release the stop hook and wind the rope around the winch drum, accompanying the elements to the ground.
16. Do not place hands between the rungs when extending or closing extension ladders, and ensure that no one has their hands on the rungs (DANGER OF AMPUTATION).



● **MARINE LADDER mod. G6**

1. Read the information on all the plates applied to the ladder and all the instructions in the manual enclosed.
2. Ensure that the ladder is suitable for the work to be carried out.

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3. The use of the ladder with loads greater or other than those indicated on the ladder or by the present regulations is strictly forbidden.
4. When climbing or working, do not lean sideways or apply lateral loads.
5. Position the ladder and unroll it.
6. Hook the ladder to the starting point, ensuring that the snap-hook is fully closed.
7. Wear the safety kit, comprising belt, fall-prevention device and rope.
8. Keep a secure grip while climbing.
9. Do not spend too much time on the ladder without taking regular breaks.
10. Use the ladder.



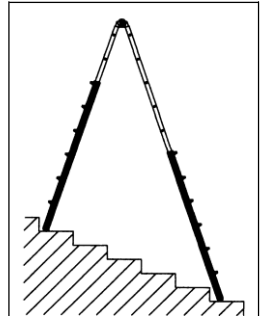
● **MULTIPURPOSE LADDER mod. GP**

1. Read the information on all the plates applied to the ladder and all the instructions in the manual enclosed.
2. Ensure that the ladder is suitable for the work to be carried out.
3. The use of the ladder with loads greater or other than those indicated on the ladder or by the present regulations is strictly forbidden.
4. When climbing or working, do not lean sideways or apply lateral loads.
5. Individuate the side of the ladder to be climbed before use.
6. Keep a secure grip while climbing.
7. Do not spend too much time on the ladder without taking regular breaks.
8. Position the ladder.

a) **If you wish to use the ladder in an open scissor position:**

- Do not place hands between the rungs when extending or closing extension ladders, and ensure that no one has their hands on the rungs (DANGER OF AMPUTATION).
- Open the ladder, extend it if necessary, pulling and turning the locking devices to the outer struts, to the height required.
- Insert the locking devices.
- Use the ladder.

In the open scissor position it is also possible to use the ladder in an asymmetrical position, regulating the length of an element to suit requirements.



b) **If you wish to use it in the resting position:**

- Unscrew the knobs on the hinges and release the pins.
- With the ladder laid on the ground, extend the 2 elements to form a ladder with one trunk.
- Tighten the knobs, locking the pins.
- Do not place hands between the rungs when extending or closing extension ladders, and ensure that no one has their hands on the rungs (DANGER OF AMPUTATION).
- Extend the ladder if necessary, pulling and turning the locking devices to the outer struts, to the height required.
- Insert the locking devices.
- Individuate the side of the ladder to be climbed before use.

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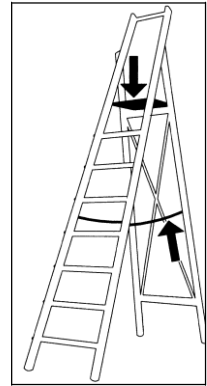
- The ladder must always extend at least 1 metre above the arrival level. Otherwise the user must prepare the necessary equivalents (handles, parapets, etc.).
- Do not stand on the ladder unless it is resting against the wall.
- Keep a secure grip while climbing.
- Do not spend too much time on the ladder without taking regular breaks.
- Use the ladder.

● **DOUBLE STEP LADDER mod. B1**

1. Read the information on all the plates applied to the ladder and all the instructions in the manual enclosed.
2. Ensure that the ladder is suitable for the work to be carried out.
3. The use of the ladder with loads greater or other than those indicated on the ladder or by the present regulations is strictly forbidden.
4. When climbing or working, do not lean sideways or apply lateral loads.
5. Position the ladder.
6. Open the ladder, ensuring that the safety straps and/or chains and/or arms are connected to the climbing trunk and the platform is locked in place (**ONLY FOR THE VERSION EQUIPPED WITH PLATFORM**).
7. Keep a secure grip while climbing.
8. Do not spend too much time on the ladder without taking regular breaks.
9. Use the ladder.

● **STEP LADDER mod. B3 - G3**

1. Read the information on all the plates applied to the ladder and all the instructions in the manual enclosed.
2. Ensure that the ladder is suitable for the work to be carried out.
3. The use of the ladder with loads greater or other than those indicated on the ladder or by the present regulations is strictly forbidden.
4. When climbing or working, do not lean sideways or apply lateral loads.
5. Position the ladder.
6. Open the ladder, ensuring that the safety straps and/or chains and/or arms are connected to the climbing trunk and the platform is locked in place.
7. Keep a secure grip while climbing.
8. Do not spend too much time on the ladder without taking regular breaks.
9. Use the ladder.

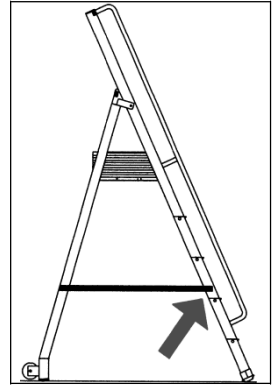


● **FOLDING WAREHOUSE LADDER mod. GS**

1. Read the information on all the plates applied to the ladder and all the instructions in the manual enclosed.
2. Mount the stabilising axle onto the climbing trunk (where fitted).
3. Ensure that the ladder is suitable for the work to be carried out.

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4. The use of the ladder with loads greater or other than those indicated on the ladder or by the present regulations is strictly forbidden.
5. When climbing or working, do not lean sideways or apply lateral loads.
6. Open the ladder, ensuring that the platform is locked in place and that it rests stably.
7. Connect the support to the climbing trunk using the arms.
8. Do not use on uneven or sloping surfaces.
9. Do not lean outwards.
10. Do not lift heavy loads on the ladder.
11. Do not move the ladder when there are people on it.
12. Do not perform manoeuvres which involve pushing against the handrail.
13. Do not perform manoeuvres which involve transversal thrusts, such as pulling objects towards you or levering against fixed elements.
14. Position the ladder.
15. Use the ladder.



● **FIXED WAREHOUSE LADDER mod. GS - GSN**

1. Read the information on all the plates applied to the ladder and all the instructions in the manual enclosed.
2. Ensure that the ladder is suitable for the work to be carried out.
3. The use of the ladder with loads greater or other than those indicated on the ladder or by the present regulations is strictly forbidden.
4. Do not use on uneven or sloping surfaces.
5. Do not lean outwards.
6. Do not lift heavy loads on the ladder.
7. Do not move the ladder when there are people on it.
8. Do not perform manoeuvres which involve pushing against the handrail.
9. Do not perform manoeuvres which involve transversal thrusts, such as pulling objects towards you or levering against fixed elements.
10. Engage the brakes on the wheels, where fitted.
11. Position the ladder.
12. Use the ladder.

● **NON FOLDING STEP- STOOL mod. GM**

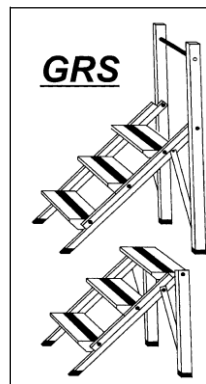
1. Read the information on all the plates applied to the stool and all the instructions in the manual enclosed.
2. Ensure that the stool is suitable for the work to be carried out.
3. The use of the stool with loads greater or other than those indicated on the stool or by the present regulations is strictly forbidden.
4. Do not use on uneven or sloping surfaces.
5. Do not lean outwards.
6. Do not lift heavy loads on the stool.
7. Do not move the stool when there are people on it.
8. Do not perform manoeuvres which involve pushing against the handrail, where fitted.
9. Do not perform manoeuvres which involve transversal thrusts, such as pulling objects towards you or levering against fixed elements.
10. Engage the brakes on the wheels, where fitted.

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11. Position the stool.
12. Use the stool.

● **FOLDING STEP STOOL WITH SINGLE CLIMBING RAMP**
mod. GRS / S-L-M - GAP - SCALITA

1. Read the information on all the plates applied to the stool and all the instructions in the manual enclosed.
2. Ensure that the stool is suitable for the work to be carried out.
3. The use of the stool with loads greater or other than those indicated on the stool or by the present regulations is strictly forbidden.
4. When climbing or working, do not lean sideways or apply lateral loads.
5. Position the stool.
6. Open the stool, ensuring that it is fully open.
7. Use the stool.



● **TIPPING STOOL mod. GRF**

1. Read the information on all the plates applied to the stool and all the instructions in the manual enclosed.
2. Ensure that the stool is suitable for the work to be carried out.
3. The use of the stool with loads greater or other than those indicated on the stool or by the present regulations is strictly forbidden.
4. When climbing or working, do not lean sideways or apply lateral loads.
5. Position the stool.
6. Open the stool, ensuring that it is fully open.
7. Use the stool.

● **FIXED LADDER WITH SAFETY CAGE**

1. Ensure that the ladder is sturdily fastened to the wall
2. the cage must always extend at least 1.1 m above the arrival level
3. ensure that the hooking points and systems are solid
4. check the good condition of the structure (safety cage, ladder and also the wall)
5. use the ladder

	BEFORE CLIMBING	
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1. Make daily checks, as indicated in the maintenance paragraph.
2. Wear regulation protective headgear and safety footwear.
3. Wear the safety tackle with safety rope if required for the type of work to be carried out.
4. Ensure that all operators are familiar with the use and maintenance instructions and regulations.

	ONCE AT THE REQUIRED HEIGHT	
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1. Take care with regard to everything in the working area, assess every possible obstacle or presence of dangerous parts.
2. In the presence of electric power lines or pylons, stay a safe distance of five metres away from them and always observe the minimum distances according to the regulations in force.
3. When carrying out work never push laterally against the struts or move the ladder while standing on it.

	AFTER COMPLETING WORK	
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1. Check that the ladder structure and elements are not damaged.
2. Inspect the ladder to check the good condition of the structure and main elements and perfect working order of every part, as suggested in the maintenance manual.

	RESIDUAL RISKS	
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1. Overloading and lateral or inclined thrusts. **Do not exceed the permitted service loads.**
2. Collapsing ground: risk of tipping. **Link the upper struts to stable fixed elements.**
3. Gusts of wind: risk of tipping. **Do not operate in dangerous environmental conditions.**
4. Collision with a live electric power line: risk of electrocution. **Stay a safe distance of five metres away from the electric lines.**
5. Working on pavements, roads: risk of material falling from overhead. **Set up adequate road signs.**
6. Working on pavements, roads: risk of tipping. **Set up adequate road signs and, if necessary, block traffic (with the consent of the road owner).**
7. Work in explosive environments: risk of explosion. **Find out whether there is a risk of explosion or fire in the places where work is to be carried out.**
8. Pay attention to loads deriving from contact with external structures. Before starting work, **correctly assess the conditions of the area involved, the ground, the space available, the lighting and noise conditions and the presence of other working activities.**

	REGULAR CHECKS	
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● WOODEN LADDERS

1. Check that the struts and rungs or steps are free from: cracks, flaking, marks, holes made by insects and chromatic alterations.
2. Check that the feet, supports and non-slip pads (where fitted) are in perfect condition.
3. Check that the tie-rods are undamaged and properly extended;
4. Check that the hooks and running brackets are undamaged;
5. Check that the resting and sliding device is efficient, paying particular attention to the rollers;
6. Check that the safety device (chain or nylon strap) on the folding ladder is efficient;
7. Check that the hinge-bracket of the folding ladder is undamaged;
8. Check that the reinforcement section is undamaged;
9. Check that the locking elements (ropes, chains, snap-hooks, tie-rods, etc.) are efficient. Check that the ropes are not worn and the diameter is not reduced by more than 5% and that the splices are in good condition;
10. Check that the engagements or hooks which join the various elements of the ladder are efficient and undamaged;

● STEEL, ALUMINIUM AND FIBREGLASS LADDERS

1. Check that the struts are not deformed;

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2. Check that the non-slip surfaces of the steps and their joints with the struts are in good condition;
3. Check that the spacers are undamaged;
4. Check that the locking elements (ropes, chains, snap-hooks, tie-rods, etc.) are efficient. Check that the ropes are not worn and the diameter is not reduced by more than 5% and that the splices are in good condition;
5. Check that the engagements or hooks which join the various elements of the ladder are efficient and undamaged;
6. Check that the runners, lock slides and anti-extension spring stops of the fall-prevention device are efficient.

DATE	OPERATIONS	Technician's Signature
<p>-----</p> <p>----</p>	<p>Description:</p>	<p>-----</p> <p>-----</p>
<p>-----</p> <p>----</p>	<p>Description:</p>	<p>-----</p> <p>-----</p>
<p>-----</p> <p>----</p>	<p>Description:</p>	<p>-----</p> <p>-----</p>

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