READY TO INSPECT — FIELD CHECKLIST

Fall protection anchor annual maintenance checklist

The annual fall protection anchor service is the deep pass: the measurements, cleanings and tests a quarterly round doesn't reach. This checklist keeps the full service on record with the photos that make it defensible later. Work is commonly verified against OSHA fall protection requirements, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: A qualified person or professional engineer inspects and recertifies the load capacity of each anchor and lifeline; the building team observe, document the condition and file the certification, and never certify the system themselves. When: On the system's required recertification cycle, the pass where a qualified person confirms the anchors and lifelines can still take the load, which no condition walk on the building side can establish.

Before the visit

- [ ] Qualified person's credentials and scope on file
  Qualified person or manufacturer's agent named with their qualification on file, and a scope covering every anchor and lifeline on the roof plan agreed before the visit.
  No photo required
- [ ] Last report, open deficiencies and fall events handed over
  Last recertification report, quarterly findings, anchors tagged out and any fall arrested since the last visit given to the qualified person so each is looked at again.
  No photo required
- [ ] Roof access and edge protection set for everyone on the visit
  Everyone on the roof tied off to an anchor not under test or working inside guardrails or a protected zone, hatch and ladder secured, and the area below any load test kept clear.
  No photo required

Recertification observed

- [ ] Load-capacity recertification witnessed and recorded
  Qualified person or PE seen inspecting and recertifying each anchor and lifeline for its rated load, the confirmation and any test observed and captured for the record, not certified by the site.
  2 photos required
- [ ] Proof load applied and read where the qualified person tests
  Where anchors are proof loaded, the load read off the tester's gauge and recorded against the value the qualified person set, with any movement or deflection they note.
  No photo required
- [ ] Base fasteners checked by the qualified person's method
  Bolted bases torque-verified by the qualified person, re-torqued only where found loose and as they direct, welded or cast-in bases examined, results in their report.
  No photo required
- [ ] Concealed post and membrane seal checked where opened
  Where a boot or cap is opened to see the post below the roof line, section loss and water at the connection noted, and the membrane resealed by the roofer before the day ends.
  No photo required
- [ ] Horizontal lifeline tension reset and absorber indicator read
  Where a lifeline is fitted, tension reset to the manufacturer's range at the tensioner, the energy absorber indicator read as not deployed, and swages checked along the run.
  No photo required
- [ ] Structural connections and any prior-fall anchors reviewed
  Structural attachment and roof penetration examined by the qualified person, any anchor that carried a fall specifically cleared for reuse or condemned, findings recorded.
  1 photo required

Documentation and tagging

- [ ] New certification tag applied and records filed
  Updated certification tag with the new date at the system, the qualified person's report filed on the building side, next recertification date tracked so it doesn't lapse.
  1 photo required
- [ ] Anchor ID and rating on each tag matched to the report
  Each anchor's ID and rated capacity read at its tag and matched to the qualified person's report and the roof plan, with no anchor on the roof left off the report.
  1 photo required
- [ ] Deficiencies logged and out-of-service anchors flagged
  Any anchor or lifeline the qualified person condemns tagged out of service and logged with a photo and a date on the site record, the follow-up owned separately from the certification report.
  1 photo required
- [ ] Roof plan updated and roof users told the system's status
  Roof plan on file revised for anchors added, removed or condemned, and the owner and roof users told which points are in service before anyone next ties off.
  No photo required