READY TO INSPECT — FIELD CHECKLIST

# Fall protection anchor quarterly maintenance checklist

A quarterly fall protection anchor round is short on purpose: it catches the wear items that fail between annual services. This checklist is sized for a tech with a phone. Every item says what to look at and the photo that proves the round happened. 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: The competent person or facilities lead walking the roof anchors and lifeline runs, checking condition and confirming the system's certification is current before anyone ties off. When: Every quarter, and by the user before every use, since an anchor sits exposed on the roof between uses and corrosion, a loosened base or an expired certification all hide until the day someone hangs their life on it.

## Before the roof walk

- [ ] Roof plan with anchor locations on file for the walk
  Roof plan or anchor layout on file showing every anchor, davit base and lifeline run, carried on the walk so each one is visited and none is missed.
  No photo required

- [ ] Inspector tied off or working from a protected area
  Inspector tied off to an anchor already checked sound, or working inside guardrails or a parapet-protected zone, never relying on an anchor while inspecting it.
  No photo required

- [ ] Fall-arrest events since the last round asked about and logged
  Users and the site log checked for any fall arrested on the system, any anchor or lifeline that took a fall removed from service and tagged until the qualified person assesses it.
  No photo required

## Anchors and bases

- [ ] Anchor ID marking matched to the roof plan
  ID stamp or tag read at each anchor and matched to its number on the roof plan, any unmarked anchor or one missing from the plan reported and not used.
  1 photo required

- [ ] Anchor points and davit bases sound and secure
  Each anchor and davit base tight to the structure, no movement, cracking or deformation, the roof penetration or flashing intact and not weeping, no rust bleeding from the connection.
  2 photos required

- [ ] Base plate and fasteners checked at each anchor
  Every bolt, nut and washer at the base present and seated, the plate flat on the structure or the weld sound, and the deck firm underfoot with no soft spot beside the base.
  1 photo required

- [ ] Anchor body square to its mount, eye or swivel free
  Anchor body square to its mount with no lean or bend, tie-off eye or swivel ring turning freely, no gouging or elongation of the eye that would show it has been loaded.
  1 photo required

- [ ] Corrosion and coating condition observed
  Steel and hardware free of section-loss corrosion, protective coating or galvanizing intact, no pitting at welds or threads that would weaken the anchor.
  1 photo required

## Lifeline and hardware

- [ ] Horizontal lifeline cable and tension observed
  Cable run continuous with no kinks, broken strands or fraying, tension and the tension indicator within the manufacturer's range, intermediate brackets secure.
  No photo required

- [ ] Connectors, energy absorbers and end fittings checked
  Shuttles, connectors and end fittings free of damage and moving as intended, no energy absorber already deployed, swages and thimbles sound.
  No photo required

- [ ] Lifeline run clear of sharp edges and new rooftop equipment
  Where a horizontal lifeline is fitted, cable clear of sharp edges, units and conduit, and no new equipment placed where it cuts the fall clearance below the run.
  No photo required

## Labeling and certification record

- [ ] Certification tag current and labeling legible
  System tag or label present, legible and showing a current certification date from the qualified person, capacity and user limits readable, matching the records held on the building side.
  1 photo required

- [ ] Defective anchors taken out of service and tagged on the spot
  Any anchor or lifeline found corroded, loose, deformed or with a deployed absorber tagged do not use at the point and made unusable, and anchors tagged on earlier rounds still out.
  No photo required

- [ ] Round findings marked on the roof plan and sent to the owner
  Each anchor marked in service or out of service on the roof plan copy, findings dated and sent to the owner so roof users know which points not to tie off to.
  No photo required