

Written Assurance Compliance Checklist

Everything your written assurance documentation must include under OSHA 1910.27

Premier Building Anchors Engineering Team

Philadelphia, PA

Under **29 CFR 1910.27(b)(1)(i)**, building owners must provide written confirmation to employers before any rope descent system is used. This checklist covers every element that confirmation must include, the records that must back it up, and when it must be updated. Use it before every contractor engagement and after every annual inspection cycle.

A WHAT THE WRITTEN ASSURANCE LETTER MUST STATE

Every item below must appear in your written assurance. Missing any one creates citation exposure.

- ☐ Each anchorage on the building has been identified by location
- ☐ Each anchorage is capable of supporting at least 5,000 pounds in any direction for each attached employee
- ☐ Each anchorage has been inspected by a qualified person
- ☐ Each anchorage is in safe working condition
- ☐ Each anchorage has been certified and maintained as required, and at least every 10 years
- ☐ The letter identifies the building address and the specific anchors or anchor system covered
- ☐ The letter is dated and signed by an authorized representative of the building owner
- ☐ The letter references the inspection and certification records it is based on

B RECORDS REQUIRED BEFORE THE LETTER CAN BE ISSUED

The letter is only as valid as the records behind it. OSHA compliance officers review these first.

ANNUAL INSPECTION RECORDS

- ☐ Inspection performed by a qualified person, not a general maintenance technician
- ☐ Report documents each anchor individually, not a blanket building statement
- ☐ Report covers: physical condition, substrate integrity, hardware condition, evidence of movement
- ☐ Report is dated within the past 12 months
- ☐ Anchors flagged during inspection are documented and removed from service

CERTIFICATION AND LOAD TESTING RECORDS

- ☐ Load test documentation exists for each anchor
- ☐ Test records show: anchor identifier, test date, load applied, duration, equipment used, and result
- ☐ Testing was performed by a qualified person using calibrated equipment
- ☐ Certification is no more than 10 years old
- ☐ Certification is more recent if triggered by roofing work, structural modification, known damage, or a prior inspection flag

ENGINEERING DOCUMENTATION

- ☐ Each anchor system has an engineer of record

- ☐ Engineering design basis is documented: substrate type, load path, and installation method
- ☐ If anchors were installed without engineering documentation, a retroactive review has been completed

C WHEN THE WRITTEN ASSURANCE MUST BE UPDATED

A letter dated more than 12 months ago does not satisfy the standard. These are the update triggers.

- ☐ After every annual inspection cycle
Update the letter to reflect the most recent inspection date and findings.
- ☐ After any roofing work that affects anchor attachment points or substrate
Anchors may require recertification before the letter can be reissued.
- ☐ After any structural modification to the building that may affect anchor load paths
- ☐ After any known impact, overload, or damage event involving an anchor
- ☐ After any anchor is repaired or replaced
- ☐ When a new employer or contractor is engaged for rope descent work
Each employer must receive their own current written confirmation.

D WHAT EMPLOYERS MUST RECEIVE BEFORE WORK BEGINS

Under 1910.27(b)(1)(ii), employers cannot allow workers to use anchors until they have received this.

- ☐ Current written assurance letter provided to the employer in writing before any RDS use
- ☐ Letter is specific to the building and the anchors being used for this job
- ☐ Employer confirms receipt in writing or by email
- ☐ Copy of the letter is retained in your compliance file
- ☐ Employer retains their copy for the duration of the job

If any item cannot be checked, work should not proceed. A written assurance that is not backed by current inspections, certifications, and engineering records creates direct OSHA citation and liability exposure for the building owner.

QUICK REFERENCE: OSHA 1910.27 COMPLIANCE SCHEDULE

REQUIREMENT	WHAT IT REQUIRES	OSHA CITATION
Annual inspection	Qualified person. Each anchor documented individu...	1910.27(b)(1)(i)
Load testing	At installation, after modification, and at minimum e...	1910.27(b)(1)(i)
10-year recertification	Formal engineering review by a qualified engineer. ...	1910.27(b)(1)(i)
Written assurance	Provided to employer in writing before any RDS use...	1910.27(b)(1)(i-ii)
Employer retention	Employer keeps the written assurance for the full du...	1910.27(b)(1)(ii)

Need help getting your anchors into compliance?

Premier Building Anchors provides engineering, load testing, annual inspections, and 10-year recertifications for commercial building owners across Philadelphia. We respond within 24 hours and provide clear documentation at every step.

REQUEST AN ASSESSMENT | panchors.com | 24-hour response