

Scaffold inspection record

A record of one inspection of one scaffold, or of one lift or section of a scaffold. Answer each check Yes, No or N/A from what you see on the day, write a note for every No, decide whether the scaffold may be used and say which tag or sign you changed. This record is not the scaffold design and it is not the handover certificate or handover record from the scaffold erector: it does not show that the scaffold was built to its design. How often a scaffold must be inspected differs by jurisdiction and by the kind of work, so write the interval your own rules set in section 7; this form sets none. The person who inspects must be competent under your rules, and this form does not decide who that is. The scaffold types and the 34 checks are examples to change, and the form supplies no loads and no standard's classes: copy the load class from your own design. If the scaffold is not safe, keep people off it first and write the record afterwards.

1 Scaffold and site details

Site or project and location of the scaffold		Date and time of inspection
Scaffold ID or tag number	Lift, bay or section inspected (all, or which)	Number of boarded lifts and working platforms
Scaffold type (examples; tick one or write your own) ☐ Tube and fitting ☐ System scaffold ☐ Tower or mobile tower ☐ Suspended ☐ Cantilever or special structure ☐ Other		
Erected by (company, supervisor)		Design or configuration reference (drawing, standard configuration or manufacturer's guide, revision)
Intended use and load class in your design (copy it; this form supplies none)		

2 Reason for this inspection

Reason for this inspection (tick all that apply)	
☐ Before first use ☐ Periodic (interval set by your own rules) ☐ After bad weather ☐ After alteration or extension ☐ After an incident or impact ☐ Handover to a new user ☐ Other	

3 Checks: Yes, No or N/A

No.	Check (look, do not assume)	Yes	No	N/A	Note (where, what, for every No)
1 Foundations and sole boards					
1	Sole boards or base plates are under every standard, sound, bearing fully and showing no sinking, undermining or settlement.	☐	☐	☐	
2	No soft ground, voids, drains, excavations or standing water close to the base; any support on a slope, kerb or structure is as the design shows.	☐	☐	☐	
3	No bricks, blocks or loose packing are taking load under the feet or the base plates.	☐	☐	☐	
2 Standards, bracing, ledgers and transoms					
4	Standards are plumb and straight, and joints are made as the design or the manufacturer's guide shows.	☐	☐	☐	
5	Bracing is in place as the design shows, and none has been removed or cut.	☐	☐	☐	
6	Ledgers and transoms are in place at the heights shown, level and not bent.	☐	☐	☐	
7	Couplers, pins, wedges and other connections are complete and tight; none is loose or missing.	☐	☐	☐	
8	Parts are from the one system or type the design allows; no mixed or unapproved components.	☐	☐	☐	
3 Ties and anchors					
9	Ties are in the number and pattern the design shows, and none has been removed or slackened.	☐	☐	☐	
10	Ties and anchors are tight and undamaged, with no sign of loosening or pulling out of the structure.	☐	☐	☐	
11	Where a tie had to be moved for the work, an equivalent tie is fitted and the change is noted.	☐	☐	☐	
4 Platforms and decking					
12	Working platforms are fully boarded to the width the design and the task need; boards are sound, not split or rotten.	☐	☐	☐	
13	Boards or decks are supported and secured against moving, with no unsafe overhang or gap.	☐	☐	☐	

No.	Check (look, do not assume)	Yes	No	N/A	Note (where, what, for every No)
14	Platforms are clear of debris, stored material, ice and standing water, with no trip hazards.	☐	☐	☐	
15	Only the number of working platforms and boarded lifts the design allows are in use.	☐	☐	☐	
5 Guardrails and toe boards					
16	Top and intermediate guardrails, or an equivalent, are fitted on all open sides and ends of each working platform, secure and undamaged.	☐	☐	☐	
17	Toe boards or equivalent are fitted where people or material could fall or roll off; brick guards or screens are fitted where the design calls for them.	☐	☐	☐	
18	Gates and loading bay barriers close or are controlled, and any guardrail taken off for loading has been refitted.	☐	☐	☐	
6 Access and ladders					
19	A safe way up and down (stair, ladder bay or other) reaches every platform in use.	☐	☐	☐	
20	Ladders and steps are secured and undamaged, and nobody climbs the frame or the bracing.	☐	☐	☐	
21	The access route is clear and does not lead off an unprotected edge.	☐	☐	☐	
7 Loading, signs and tags					
22	The load on the platforms (material, people, equipment, sheeting, netting) is within what your design states for the intended use.	☐	☐	☐	
23	The tag, sign or other status marker is in place, readable and matches the status found today.	☐	☐	☐	
24	The load class and the number of people allowed, as your design states them, are shown or at hand at the scaffold.	☐	☐	☐	
25	No sheeting, netting, hoist, lighting or signboard has been added without the designer's agreement.	☐	☐	☐	
8 Protection of the public and of people below					
26	The area below is barriered, or covered by a fan, canopy or net, and people are kept out of the area where something could fall.	☐	☐	☐	
27	Where the scaffold is beside or over a pavement, road or other public route, that route is protected, lit and signed.	☐	☐	☐	
28	Falling object protection (toe boards, screens, nets, catch platforms) is in place and is not loaded beyond its design.	☐	☐	☐	
9 Electrical and overhead hazards					
29	Distance to overhead power lines and other live conductors is as your rules and the line owner require; barriers or warning signs are in place where needed.	☐	☐	☐	
30	Temporary lighting, cables and welding leads on the scaffold are fixed clear of the structure, undamaged and installed as your electrical rules require.	☐	☐	☐	
31	Nothing overhead (a structure, a crane or lifting path, a pipe) can be struck by the scaffold or by people on it.	☐	☐	☐	
10 Damage and missing parts					
32	No bent, cracked, corroded or otherwise damaged tubes, frames, boards, couplers or fittings.	☐	☐	☐	
33	No parts are missing when the scaffold is compared with the design or the manufacturer's guide (checked against the drawing, not from memory).	☐	☐	☐	
34	No sign of impact, overload, interference or unapproved alteration since the last inspection.	☐	☐	☐	

Write N/A with a reason when a check does not apply. Check against the design, not against how the scaffold looked last time. Anything you could not reach or see is not a Yes: write it as a No or N/A and say why.

4 Decision

Decision

☐ Safe to use ☐ Safe to use with restrictions ☐ Do not use

Restrictions, or why it must not be used (write them out)

Tag or sign changed (what you did: new tag, tag removed, do-not-use sign, barrier; number or wording)

Time done, and by whom

Person in charge and users told (name, time, how)

5 Defects, action, owner and due date

No.	Check no.	Defect and exactly where	Action to put it right	Owner	Due date	Closed (date, by)

A defect is closed when someone has looked at the fix, not when the work was ordered. A scaffold with an open defect that makes it unsafe is 'Do not use' in section 4 until it is fixed and looked at again.

6 Inspector's competence (who decides competence is your own procedure)

Inspector (name, employer)

Competent for this type and complexity? (as your procedure decides)

☐ Yes ☐ No

Basis of competence under your procedure (training, card or scheme, experience, authorisation: write it, with the reference and any expiry)

7 Next inspection and sign-off

Next inspection (date or event)

Interval or trigger set by (your rule or procedure, with its reference)

Where this record is kept, and for how long (as your rules set)

Role	Name	Signature	Date
Inspector			
Person in charge of the scaffold or area			
Scaffold erector's representative (if told)			