Scaffold inspection checklist

Handover, periodic and after-event inspections

To be completed by a competent person. Do not use a scaffold that is incomplete, altered without a licensed scaffolder, or tagged unsafe. Alterations must be made only by a person licensed for the type of scaffold.

1. Scaffold details

Site		**Scaffold location / ID**	
Type Modular, tube and coupler, mobile, hung, cantilever		**Duty rating** Light, medium or heavy duty	
Erected by (company)		**Scaffolder licence number**	
Handover certificate received (date)		**Design / engineer certificate (if required)**	

2. Reason for inspection

- ☐ Handover before first use
- ☐ Routine interval
- ☐ After an alteration
- ☐ After an incident
- ☐ After repairs
- ☐ After severe weather
- ☐ Other: _____

3. Foundations and base

#	Check	Yes	No	N/A	Comments / action
1	Ground firm, level and drained	☐	☐	☐	
2	Sole boards and base plates under every standard	☐	☐	☐	
3	Adjustable bases within their extension limits	☐	☐	☐	
4	No excavation or undermining near standards	☐	☐	☐	
5	Mobile scaffold castors locked and on level ground	☐	☐	☐	

4. Structure

#	Check	Yes	No	N/A	Comments / action
1	Standards plumb and correctly spaced	☐	☐	☐	
2	Ledgers and transoms level and in place	☐	☐	☐	
3	Bracing complete as designed (longitudinal and transverse)	☐	☐	☐	
4	Couplers and connections secure	☐	☐	☐	
5	Ties or anchors installed at the designed spacing and secure	☐	☐	☐	
6	No components damaged, bent or corroded	☐	☐	☐	
7	No unauthorised alterations or missing components	☐	☐	☐	

5. Working platforms and edge protection

#	Check	Yes	No	N/A	Comments / action
1	Platforms full width with no gaps, secured against movement	☐	☐	☐	
2	Planks or decks in good condition, correctly supported and lapped	☐	☐	☐	
3	Guardrails on all open sides and ends	☐	☐	☐	
4	Mid-rails fitted	☐	☐	☐	
5	Toe boards or mesh fitted	☐	☐	☐	
6	Gap between platform and building face protected	☐	☐	☐	
7	Platform not overloaded with materials for its duty rating	☐	☐	☐	
8	Containment mesh or screens intact where fitted	☐	☐	☐	

6. Access and surroundings

#	Check	Yes	No	N/A	Comments / action
1	Stair or ladder access secured and in good condition	☐	☐	☐	
2	Access gates or hatches closed	☐	☐	☐	
3	Clearance from overhead powerlines maintained	☐	☐	☐	
4	Area below protected: exclusion zone, hoarding or catch fans	☐	☐	☐	
5	Signage and scaffold tag displayed at every access point	☐	☐	☐	
6	Adjacent loads (materials, plant) not affecting the scaffold	☐	☐	☐	

7. Result

☐ Safe to use: tag updated ☐ Restricted use (details on tag) ☐ Unsafe: tagged out, do not use

8. Defects found and action

Defect	Location	Action / who	Fixed (date)

9. Inspector

Name		**Competency / licence**	
Signature		**Date and time**	
Next inspection due		**Tag updated?**	

10. Inspection register

Date	Scaffold ID	Reason	Result	Inspector	Next due