

Pre-Use Scaffold Inspection Checklist

Address		Scaffold Contractor	
Date of Inspection		Time of Inspection	

Inspection Checklist	Yes No N/A	Comments / Actions
Has the scaffold been built to an approved design?		
Has the handover and first use inspection been recorded?		
Is there a Scafftag in place?		
Has an inspection been recorded in the last 7 days or following a period of high winds?		
If any of the above are NO then STOP and report to Team Leader or Manager		
Base plates on firm/level ground and in correct position?		
Sole boards in good condition and free from damage?		
Have footings been undermined?		
Is there a safe access / egress point onto the scaffold?		
Scaffold is safe from unauthorised access? (<i>Ladder lock, stair access removed? Lock and chain etc..</i>)?		
Are suitable safe platforms installed at 2-meter intervals?		
Standards are plumb and free from any obvious damage?		
Ledgers and joints free from any obvious damage?		
Ledger and façade bracing correct and in position?		
Transoms and joints free from any obvious damage?		
Where applicable, are couplings free from any obvious damage and correctly fitted?		
Scaffold and lap boards are banded, free from any obvious damage and correctly fitted and secured?		
Double guardrails in position and located correctly?		
Are hop-ups fitted correctly so there is no gap greater than 225mm from the main structure?		
Proprietary toe-boards fitted and at correct height?		
Are ladder gates installed correctly?		
Ladders are correct length, in good condition and tied correctly?		
Staircase is locked and fixings secured correctly?		
Anchor ties fitted and tested as per design?		
Hoist and Gin Wheel operation inspection completed?		
Debris netting fitted as per design?		
Loading of scaffolding correct?		
Chute installed correctly and connecting skip protected?		
Correct signage in place?		

Name		Scaffold Safe to use?	Yes	No
Signature				