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| **Scaffold Inspection Form** | | | | | | | | | | | | | |
| **Site address** | | | | **Project Title and/or reference number** | | | | | | | | | |
| **Name and position of person responsible for scaffold (manager)** | | | | **Location and description of workplace (include plant, equipment and materials)** | | | | | | | | | |
| **Date and time of inspection** | | | |
| **Scaffold Erected** | |  | | | | **Repairs Scheduled** | | | |  | | | |
| **Proposed Strike** | |  | | | |  | | | | | | | |
| **Check at each inspection that the scaffold does not have the following faults** | | | | | | | | | | | | | |
|  |  |  | |  | |  | |  | |  | |  | |
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|  |  |  | |  | |  | |  | |  | |  | |
| **1** | **FOOTINGS** | **PASS** | | **FAIL** | | **N/A** | | **Comments** | | | | | |
| **1.1** | Solid Ground |  | |  | |  | |  | | | | | |
| **1.2** | Base Plates |  | |  | |  | |
| **1.3** | Sole Plates |  | |  | |  | |
| **1.4** | Undetermined (state why) |  | |  | |  | |
| **2** | **COUPLINGS** | **PASS** | | **FAIL** | | **N/A** | | **Comments** | | | | | |
| **2.1** | Correct Fittings |  | |  | |  | |  | | | | | |
| **2.2** | Fastened Correctly |  | |  | |  | |
| **2.3** | Condition |  | |  | |  | |
| **2.4** | Not Checked (state why) |  | |  | |  | |
| **3** | **STANDARDS** | **PASS** | | **FAIL** | | **N/A** | | **Comments** | | | | | |
| **3.1** | Plumb |  | |  | |  | |  | | | | | |
| **3.2** | Joints Staggered |  | |  | |  | |
| **3.3** | Spacing |  | |  | |  | |
| **3.4** | Condition |  | |  | |  | |
| **4** | **LEDGERS** | **PASS** | | **FAIL** | | **N/A** | | **Comments** | | | | | |
| **4.1** | Level |  | |  | |  | |  | | | | | |
| **4.2** | Joints Staggered |  | |  | |  | |
| **4.3** | Tubes Rigid |  | |  | |  | |
| **4.4** | Condition |  | |  | |  | |
| **5** | PUTLOGS AND TRANSOMS | PASS | | FAIL | | N/A | |
| **5.1** | Spacing |  | |  | |  | |
| **5.2** | Tubes Rigid |  | |  | |  | |
| **5.3** | Supported Correctly |  | |  | |  | |
| **6** | BRIDLES | PASS | | FAIL | | N/A | |
| **6.1** | Spacing |  | |  | |  | |
| **6.2** | Correct Coupling |  | |  | |  | |
| **6.3** | Check Couplers in Place |  | |  | |  | |
| **7** | BRACING | PASS | | FAIL | | N/A | |
| **7.1** | Correctly Braced |  | |  | |  | |
| **7.2** | Tubes Rigid |  | |  | |  | |
| **7.3** | Correct Coupling |  | |  | |  | |
| **8** | TIES | PASS | | FAIL | | N/A | |
| **8.1** | Tied Scaffold (Rakers Used?) |  | |  | |  | |
| **8.2** | Correct Number and Spacing |  | |  | |  | |
| **8.3** | Rigid |  | |  | |  | |
| **9** | LADDERS | PASS | | FAIL | | N/A | |
| **9.1** | Condition |  | |  | |  | |
| **9.2** | Correct Length |  | |  | |  | |
| **9.3** | Tied Correctly and Secure |  | |  | |  | |
| **10** | GUARD RAILS | PASS | | FAIL | | N/A | |
| **10.1** | Correct Height and Spacing |  | |  | |  | |
| **10.2** | Tubes Rigid |  | |  | |  | |
| **10.3** | All Rails in Place |  | |  | |  | |
| **11** | TOE BOARDS |  | |  | |  | |
| **11.1** | Correct Length and Height |  | |  | |  | |
| **11.2** | Fixed Correctly |  | |  | |  | |
| **11.3** | All Boards in Place |  | |  | |  | |
| **12** | **BOARDING** | **PASS** | **FAIL** | | **N/A** | | **Comments** | | | | | |
| **12.1** | Condition |  |  | |  | |  | | | | | |
| **12.2** | Trap Boards |  |  | |  | |
| **12.3** | Oversail |  |  | |  | |
| **12.4** | Correctly Supported |  |  | |  | |
| **13** | **OTHER ISSUES** | **PASS** | **FAIL** | | **N/A** | | **Comments** | | | | | |
| **13.1** | Access Route Clear |  |  | |  | |  | | | | | |
| **13.2** | Level Work Surface |  |  | |  | |
| **13.3** | Adequate Signage |  |  | |  | |
| **14** | **SECURITY** | | | | | | | | **YES** | | **NO** | |
| **14.1** | Is the scaffold fitted with an alarm? | | | | | | | |  | |  | |
| **14.2** | Is the first lift of the scaffold secure enough to prevent access to members of the public (especially children)? | | | | | | | |  | |  | |
| **15** | **GENERAL SAFETY** | | | | | | | |  | |  | |
| **15.1** | Have Trap doors or gates been fitted over access openings? | | | | | | | |  | |  | |
| **15.2** | Is the scaffold netted? | | | | | | | |  | |  | |
| **15.3** | Is the scaffold double boarded over walkways and entrances? | | | | | | | |  | |  | |
|  |  |  |  | |  | |  | |  | |  | |
| **Name (of person making the report)** | | | | | **Position** | | | | | | | |
| **Signature** | | | | | **Date** | | | | | | | |

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| **SCAFFOLD IS TO BE INSPECTED**  1. Before Being used for the first time.  2. After substantial additions, dismantling or alteration  3. At Regular intervals not exceeding 7 days  4. After Adverse weather conditions   ***Notes:***  1. The person who is responsible for the operation on the scaffold shall ensure that it is stable and of sound construction and that the relevant safeguards are in place before work commences  2. The person who inspects the scaffold will provide a copy of the report to the person who is responsible for the scaffold within 24 HOURS of the inspection  3. Where facilities are available the report is to be kept on site untill the work is complete  4. The Person who is responsible for the scaffold should retain the report for 3months.  5. No report is required following inspection of any mobile tower scaffold which remains in place for less then 7 days | | | | | | | |
|
| **Notes for the inspector** | | | | | |  | |
| **mm** | |
| Max length of tube | | | | | | 6300 | |
| Minimum frequency board should be supported | | | | | | 1200 | |
| Min height of guardrail | | | | | | 950 | |
| Distance between guardrail | | | | | | 470 | |
| Min overhang of a board | | | | | | 50 | |
| Max overhang of a board | | | | | | 150 | |
| Min toeboard height | | | | | | 150 | |
| Max bay width | | | | | | 2700 | |
| Max lift height | | | | | | 2700 | |
| Sole plates (normal to firm ground) | | | | | | 225 x 450 | |
| Sole plates (soft ground) | | | | | | 225 x 765 | |
| Sole plates (very soft/disturbed ground- spread over 2 standards) | | | | | | 225 x 1520 | |
| Ledger Bracing should be in every other bay | | | | | |  | |
| Tie installed every other lift and every other standard | | | | | |
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| **General comments:** |