



Scaffold Inspection Form

Competent-person scaffold inspection: documentation, base, structure, platforms, guardrails, access, loading, and weather.

PROJECT / SITE

SCAFFOLD LOCATION / ID

Scaffold type

☐ Tube & fitting ☐ System ☐ Mobile tower ☐ Birdcage ☐ Other

Inspection type

☐ Initial / handover ☐ Every 7 days ☐ After alteration ☐ After adverse weather ☐ After incident

ERECTED BY

INSPECTED BY (COMPETENCE / CISRS ETC.)

DATE / TIME

MAX LOADING POSTED

1. Documentation & tagging

Design / drawing available on site (where required)

☐ Yes ☐ No ☐ N/A

Handover certificate available

☐ Yes ☐ No ☐ N/A

Previous inspection records available

☐ Yes ☐ No ☐ N/A

Scaffold tag / Scafftag current and matches status

☐ Yes ☐ No ☐ N/A

Tag status after this inspection

☐ Safe to use ☐ Do not use ☐ Incomplete

2. Base, foundation & structure

Sole boards / base plates adequate and secure

☐ Yes ☐ No ☐ N/A

Ground firm, level, and drained

☐ Yes ☐ No ☐ N/A

Standards plumb; ledgers / transoms correctly fitted

☐ Yes ☐ No ☐ N/A

Bracing complete and secure

☐ Yes ☐ No ☐ N/A

Ties / anchors installed to design and secure

☐ Yes ☐ No ☐ N/A

Connections tight; no bent or damaged members

☐ Yes ☐ No ☐ N/A

3. Platforms, edge protection & access

Boards / decks fully boarded, secured, and undamaged

☐ Yes ☐ No ☐ N/A

Platforms clear of unnecessary materials and debris

☐ Yes ☐ No ☐ N/A

Guardrails at correct height; midrails fitted

☐ Yes ☐ No ☐ N/A

Toeboards fitted where required

☐ Yes ☐ No ☐ N/A

Ladders / stairs secured; access clear and signed

☐ Yes ☐ No ☐ N/A

Trapdoors / ladder openings protected

☐ Yes ☐ No ☐ N/A

4. Loading, environment & public safety

Loading within posted capacity; no overloading

☐ Yes ☐ No ☐ N/A

Fall protection arrangements adequate for task

☐ Yes ☐ No ☐ N/A

Checked after weather; no storm damage / movement

☐ Yes☐ No☐ N/A

Public / pedestrian protection and signage adequate

☐ Yes☐ No☐ N/A

DEFECTS / STOP-USE REASONS / REMEDIAL ACTIONS

Scaffold may be used?

☐ Yes☐ No – quarantine

Corrective / follow-up actions

FINDING / ACTION REQUIRED	OWNER	PRIORITY	DUE DATE	STATUS

Sign-off

INSPECTOR NAME

INSPECTOR SIGNATURE

CLIENT / SITE SUPERVISOR ACKNOWLEDGEMENTDATE / TIME