

SITE SURVEY REPORT

Scaffold Tag Inspection Record

Prepared for	Vale Meadow Homes Ltd
Date	13 Oct 2026
Site	Orchard Gate, Blocks C and D, Wantage
Prepared by	D. Okonjo

FORM

Scaffold Tag Inspection Record

1. Inspection details

Project	Orchard Gate, Blocks C and D, Wantage: scaffold tag inspection (completed example)
Site address	Orchard Gate, Blocks C and D, Denchworth Lane, Wantage OX12
Client or owner	Vale Meadow Homes Ltd
Location (GPS)	51.5921, -1.4398
Inspection date	13 Oct 2026
Inspected by	D. Okonjo
Time of inspection	07:40
Inspector position and company	Assistant site manager, Vale Meadow Homes Ltd
Competence: card, course or qualification	Scaffold inspection course (basic structures), card 4471
Inspection carried out for (name and address)	Vale Meadow Homes Ltd, Unit 3, Mill Court, Wantage OX12
Rules that apply	UK: Work at Height Regulations 2005
Scaffold contractor	Ridgeline Access Ltd
How the tags on this site read	Green insert: safe to use, signed and dated. Red insert: do not use. Yellow insert: incomplete, scaffolders only.

This record goes with the physical scaffold tag at each access point: it does not replace the tag. The tag tells people at the scaffold whether they may use it; this record holds the inspection behind it, with the checks, photos and actions. Tag colours and wording are industry practice and vary between tag systems: they are not set by the Work at Height Regulations or OSHA.

UK (Work at Height Regulations 2005, regulation 12). A scaffold whose safety depends on how it is put up is inspected after it is assembled, before use, and again after anything liable to affect its safety, such as high winds. A working platform used for construction work, from which someone could fall 2 metres or more, must have been inspected in that position within the previous 7 days. Equipment that comes from another employer, such as a scaffold contractor, must not be used without physical evidence that its last inspection was done. Inspections are by a competent person.

2. Scaffolds and tags

Scaffold locations 1: Block C (plots 21 to 24)

Scaffold location	Block C (plots 21 to 24)
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Position (GPS) 51.5923, -1.4401

Tagged scaffolds at this location 1: SC-07

Tag ID or scaffold number	SC-07
Where the tag is fixed	Ladder bay, front elevation, ground level
Scaffold type	Independent tied
Duty or load class on the handover certificate	General purpose
Handover certificate seen?	Yes
Handover or design reference	Ridgeline handover HC-0412, TG20 sheet C-07
Reason for this inspection	Routine inspection
Date of the last inspection on the tag	6 Oct 2026
Days since the last inspection	7
Base: ground, sole boards and base plates sound and undisturbed	Acceptable
Standards, ledgers, transoms and bracing complete	Acceptable
Ties: all in place, none removed or loose	Action needed
What needs doing, or why not checked	Tie removed at lift 2 beside the plot 23 first floor window opening, no replacement tie fitted. Window fitters say they took it out on Friday to fit the frame.
Guardrails: main and intermediate rails in place	Acceptable
Toe boards or brick guards in place	Acceptable
Boarding: fully boarded, boards sound, supported and not overhanging too far	Acceptable
Access: ladder or stair secure, access gate closes	Acceptable
Loading: within the duty on the handover, materials stacked safely	Acceptable
Signage: tag in its holder at every access point, warning signs where needed	Acceptable
Status written on the tag	Not safe to use
How it was taken out of use, and who was told	Green insert swapped for red at the ladder bay, ladder pulled up and access barriered at 07:55. Site manager R. Haines and the window fitting foreman told at 08:00.

Not available for use. Mark the scaffold with warning signs and close off access to the danger zone with physical barriers (Work at Height Regulations 2005, Schedule 3, Part 2, paragraph 11).

Tag updated at every access point? Yes

Photos: the tag in its holder and any defect



Tagged scaffolds at this location 2: SC-08

Tag ID or scaffold number	SC-08
Where the tag is fixed	Stair tower, rear elevation
Scaffold type	System scaffold
Duty or load class on the handover certificate	General purpose
Handover certificate seen?	Yes
Handover or design reference	Ridgeline handover HC-0413
Reason for this inspection	Routine inspection
Date of the last inspection on the tag	6 Oct 2026
Days since the last inspection	7
Base: ground, sole boards and base plates sound and undisturbed	Acceptable
Standards, ledgers, transoms and bracing complete	Acceptable
Ties: all in place, none removed or loose	Acceptable
Guardrails: main and intermediate rails in place	Acceptable

Toe boards or brick guards in place	Acceptable
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Boarding: fully boarded, boards sound, supported and not overhanging too far	Acceptable
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Access: ladder or stair secure, access gate closes	Acceptable
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Loading: within the duty on the handover, materials stacked safely	Acceptable
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Signage: tag in its holder at every access point, warning signs where needed	Acceptable
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Status written on the tag	Safe to use
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Any limit written on the tag	No loading out of blocks above lift 3
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Tag updated at every access point?	Yes
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Next inspection due	20 Oct 2026
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Scaffold locations 2: Block D (plots 25 to 28)

Scaffold location	Block D (plots 25 to 28)
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Position (GPS)	51.5918, -1.4394
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Tagged scaffolds at this location 1: SC-09

Tag ID or scaffold number	SC-09
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Where the tag is fixed	Ladder bay, front elevation, ground level
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Scaffold type	Independent tied
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Duty or load class on the handover certificate	General purpose
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Handover certificate seen?	Yes
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Handover or design reference	Ridgeline handover HC-0420
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Reason for this inspection	After adverse weather or another event that could affect it
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What happened or what was changed	Gusts of wind over the weekend. Netting on the top lift checked for tears and loose ties.
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Date of the last inspection on the tag	6 Oct 2026
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Days since the last inspection	7
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Base: ground, sole boards and base plates sound and undisturbed	Acceptable
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Standards, ledgers, transoms and bracing complete	Acceptable
Ties: all in place, none removed or loose	Acceptable
Guardrails: main and intermediate rails in place	Acceptable
Toe boards or brick guards in place	Action needed
What needs doing, or why not checked	One toe board knocked off at lift 1, bay 3. Refitted by Ridgeline at 08:30 and checked before the tag was signed.
Boarding: fully boarded, boards sound, supported and not overhanging too far	Acceptable
Access: ladder or stair secure, access gate closes	Acceptable
Loading: within the duty on the handover, materials stacked safely	Acceptable
Signage: tag in its holder at every access point, warning signs where needed	Acceptable
Status written on the tag	Safe to use
Tag updated at every access point?	Yes
Next inspection due	20 Oct 2026

Photo of the whole scaffold



Tagged scaffolds inspected	3
Tagged not safe or incomplete	1
Check items needing action	2
Check items not checked	0

At least one scaffold is tagged not safe or incomplete. Keep it closed until it is put right and inspected again.

3. Inspection report

UK report (Schedule 7). The report records who the inspection was for, the location and description of each scaffold, the date and time, anything that could give rise to a risk, the action taken, further action needed, and the inspector's name and position. Prepare it before the end of the working period and give it to the person it was for within 24 hours. Keep it on site until the construction work is finished, then at an office for 3 months (regulation 12(7) and (8)).

Matters found that could give rise to a risk	SC-07: tie removed at lift 2 beside the plot 23 window, no replacement. SC-09: toe board missing at lift 1, bay 3.
Action taken at the time	SC-07 tagged not safe, ladder pulled up and access barriered. SC-09 toe board refitted before the tag was signed.
Report given to (name and position)	R. Haines, site manager
Date given	13 Oct 2026
Time	09:15

4. Result, actions and sign-off

Items needing action	2
Result	Action needed before the affected scaffolds are used

Actions 1: Ridgeline to fit an equivalent tie beside the plot 23 window at lift 2, then SC-07 to be inspected and retagged.

Action	Ridgeline to fit an equivalent tie beside the plot 23 window at lift 2, then SC-07 to be inspected and retagged.
Priority	Urgent: keep it closed
Who will do it	Ridgeline Access Ltd
Due by	13 Oct 2026
Status	In progress

Actions 2: Brief the window fitters: no ties to be removed by anyone but the scaffolders. Ask Ridgeline to move ties before frames are fitted.

Action	Brief the window fitters: no ties to be removed by anyone but the scaffolders. Ask Ridgeline to move ties before frames are fitted.
Priority	Before next use
Who will do it	R. Haines

Due by 14 Oct 2026

Status Open

Actions 3: Toe board refitted at SC-09 lift 1, bay 3.

Action Toe board refitted at SC-09 lift 1, bay 3.

Priority Before next use

Who will do it Ridgeline Access Ltd

Due by 13 Oct 2026

Status Done, checked

Actions still open 2

Decision Some scaffolds closed until the listed actions are done

Next check or re-inspection date 13 Oct 2026

Summary for the client SC-08 and SC-09 safe to use and retagged. SC-07 on Block C front tagged not safe until a tie is refitted at lift 2 and it is inspected again this afternoon.

Inspector name D. Okonjo

Inspector signature

D. Okonjo

Site manager name R. Haines

Site manager signature

R. Haines