

Scaffold Inspection Register

A scaffold inspection register and report: each scaffold or lift with its tag, the 7-day and after-event checks, defects with photos, the result and the regulation 12 report details.

1. Inspection details

Project

Client

Site *

Site address

Date of inspection *

Time

Inspection carried out for (name and address)

The person or company the report is for, usually the principal contractor or user.

Inspected by *

Competence: card or qualification

For example a CISRS scaffold inspection card number.

Why is the inspection being done? * (choose one)

- ☐ After erection, before first use
- ☐ Routine inspection (at least every 7 days)
- ☐ After alteration or adaptation
- ☐ After an event that could affect its safety (wind, impact, removal of ties)

What happened? (if applicable)

Work at Height Regulations 2005, regulation 12. A working platform used for construction work, from which a person could fall 2 metres or more, must not be used unless it has been inspected in that position within the previous 7 days. Where its safety depends on how it is put up, it must also be inspected after it is installed or assembled, and each time something happens that is liable to affect its safety, such as high winds.

Weather capture

Digital form: use Record current conditions. On paper, record date/time, temperature (°C), wind (mph and direction), conditions and source. Keep observed conditions separate from forecast estimates.

2. Scaffolds inspected

Scaffolds and lifts inspected (copy this block for each one)

Scaffold reference or tag number *

Scan the scaffold tag

Scanned in the SiteSurvey app. On paper, write the numbers: tag number.

Location, elevation and lifts *

Scaffold position (GPS)

Optional. Useful on a large site with several scaffolds.

Type of scaffold (choose one)

- ☐ Independent tied
- ☐ Putlog
- ☐ Birdcage
- ☐ System scaffold
- ☐ Mobile tower
- ☐ Loading bay
- ☐ Temporary roof or edge protection
- ☐ Other

Erected by (contractor)

Design or TG20 compliance sheet reference

Load class or duty on the handover certificate

Height to the top working platform (m)

Optional. An estimate from a photo of the elevation with a door or a person at the base. The design or handover certificate gives the figure that matters.

Have you seen the handover certificate?

☐ Yes ☐ No

If applicable: Ask the scaffold contractor for the handover certificate before the scaffold is used. It records what the scaffold was designed for and who signed it off.

Date of the last recorded inspection

Days since the last inspection (if applicable; worked out automatically in the app)

If applicable: Inspection overdue. More than 7 days have passed since the last recorded inspection. Do not let anyone work from it until this inspection is complete.

If applicable: The last inspection date is after the date of this inspection. Check both dates.

Ground, sole boards and base plates sound, level and undisturbed (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Standards plumb, joints staggered, none missing or damaged (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Ledgers and transoms in place, couplers tight (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Bracing (ledger, façade and plan) in place and complete (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Ties and anchors in place, none removed, tested where required (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Working platforms fully boarded, boards sound, supported and not overhanging too far (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Guardrails, intermediate rails and toe boards or brick guards fitted (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Main guardrail height above the platform (mm) (if applicable)

Measured with a tape at the lowest point you find.

If applicable: Below 950 mm. Schedule 2 of the Work at Height Regulations 2005 asks for the top guardrail to be at least 950 mm above the edge.

Ladders, stairs and access gates secure, ladder access gates self-closing (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Not overloaded; materials stacked within the load class (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Sheeting and netting secure (and allowed for in the design) (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Protection for the public: fans, netting, lighting, base protection (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Scaffold tag or status board shows the current inspection (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Photos (photos: attach, or note the file names)

Defects on this scaffold (worked out automatically in the app)

Result * (choose one)

☐ Safe to use ☐ Safe to use with a restriction ☐ Not to be used

What is the restriction? (if applicable)

How was it taken out of use (tag removed, access barred) and who was told? (if applicable)

If applicable: Not to be used. Remove or reverse the tag, bar the access points and tell the person in control of the work before you leave.

Scaffolds not to be used (worked out automatically in the app)

Scaffolds with a restriction (worked out automatically in the app)

Scaffolds safe to use (worked out automatically in the app)

Defects found (worked out automatically in the app)

More than 7 days since the last inspection (worked out automatically in the app)

3. Report

Schedule 7 report. The report must record who the inspection was for, the location and description of the equipment, the date and time, any matter that could give rise to a risk, action taken, further action needed and the inspector's name and position. It must be prepared before the end of the working period and given to the person it was carried out for within 24 hours.

Matters found that could give rise to a risk

Action taken at the time

Further action considered necessary

Report given to (name and position)

Date the report was given

Time

If applicable: The report must be given to the person the inspection was for within 24 hours of finishing the inspection. Check this date.

Next inspection due

No more than 7 days after this inspection.

If applicable: This date is more than 7 days after this inspection.

Keep the report at the site until the construction work is finished, then at an office for 3 months.

4. Actions and sign-off

Are further actions needed?

☐ Yes ☐ No

Further actions (copy this block for each one; if applicable)

What needs doing? *

Who will do it?

Due date

Status (choose one)

☐ Open ☐ In progress ☐ Completed

Inspector name *

Position or company

Inspector signature

Signing records what was found on the day. It does not make unsafe equipment safe or replace a thorough examination, design check or service by a competent person.