ScaffoldOptix
SCAFFOLDING COMPLIANCE

# Scaffold adaptation record

An altered scaffold is a new structure. The tag and the register both have to catch up.

Record the alteration and the inspection that follows it together — the inspection this scaffold had before the change was an inspection of something that no longer exists.

| SITE | SCAFFOLD REFERENCE | PART ALTERED |
|---|---|---|
| DATE | TIME | RECORD NUMBER |

## WHAT WAS REQUESTED

| | |
|---|---|
| Requested by | |
| Company / trade | |
| What they asked for | |
| Why | |
| Date requested | |

## WHAT ACTUALLY CHANGED

| | CHANGED |
|---|---|
| Ties removed, moved or added | ☐ |
| Boards lifted, removed or added | ☐ |
| Lift added or removed | ☐ |
| Bay added, removed or widened | ☐ |
| Guardrails or toe boards removed or altered | ☐ |
| Access moved or altered | ☐ |
| Bracing altered | ☐ |
| Sheeting, netting or roof added or removed | ☐ |
| Loading bay altered | ☐ |
| Structure partly struck | ☐ |
| | ☐ |
| | ☐ |
| | ☐ |
| | ☐ |

## THE ALTERATION IN DETAIL

## AUTHORITY FOR THE CHANGE

*Tick one. If the honest answer is that nothing authorises it, that is a finding worth having in writing.*

| | THIS ONE |
|---|---|
| Within the original design, no further authority needed | ☐ |
| Designer consulted and instruction received — reference below | ☐ |
| Revised design issued — reference below | ☐ |
| Outside the design and not yet authorised — scaffold taken out of use | ☐ |

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## REFERENCES

Original design reference

Designer instruction or revised design reference

Date received

## WHO CARRIED IT OUT

NAME

COMPETENCE / CARD REFERENCE

EMPLOYER

SUPERVISED BY

## BEFORE IT GOES BACK INTO USE

*All four, every time.*

| | DONE |
|---|---|
| Inspected after the alteration by a competent person | ☐ |
| Inspection report made | ☐ |
| Tag updated to match | ☐ |
| Register updated with the adaptation and the new inspection date | ☐ |

## POST-ALTERATION INSPECTION

INSPECTED BY

COMPETENCE / CARD REFERENCE

DATE AND TIME

OUTCOME

SIGNATURE

NEXT INSPECTION DUE

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