

Scaffold handover certificate

Handover of a completed scaffold. The limitations are the part that matters after today.

Copy the duty from the TG20 compliance sheet or the bespoke design for this structure. Do not write a class this scaffold was not built to. Issue the tag and start the inspection record at the same time as signing this.

SITE	CLIENT	SCAFFOLD REFERENCE
LOCATION ON SITE	CONTRACTOR	DATE OF HANDOVER

WHAT HAS BEEN ERECTED

Described well enough that this certificate matches one structure and not another.

Type of scaffold	
Elevations / areas covered	
Number of lifts, and which are boarded	
Access provided, and where	
Loading bays, hoists, chutes or towers included	
Sheeting, netting or temporary roof fitted	

WHAT IT IS DESIGNED FOR

Copied from the compliance sheet or the bespoke design. Reference the document; do not reproduce it.

Design document reference	
Designed duty, as that document states it	
Designer, where bespoke	
Date of design, and revision	
Any part of the structure with a different duty	

CONFIRMATIONS

	YES	N/A
Erected in accordance with the design referenced above	☐	☐
Ties installed and tested as the design requires	☐	☐
Foundations and sole plates as the design requires	☐	☐
Guardrails, toe boards and edge protection complete	☐	☐
Access complete and secure	☐	☐
Inspected before first use, and the report made	☐	☐
Tag fitted at the access point	☐	☐
Entered on the site scaffold register	☐	☐
	☐	☐
	☐	☐

LIMITATIONS AND CONDITIONS OF USE

The specific ones for this structure. An unboarded lift, an edge with no handrail, a bay that must not be loaded.

THE CLIENT IS ASKED TO NOTE

This scaffold must not be altered, added to or partly dismantled by anyone other than the scaffolding contractor.

Ties must not be removed or slackened for any reason without the contractor being asked first.

Sheeting, netting, signage or anything else that catches the wind must not be added without the contractor being asked first.

Nothing may be loaded onto the structure beyond the duty recorded above.

The scaffold must be inspected again before use after any alteration, and after anything that could have affected its stability.

Report any damage, missing component or defect to the contractor immediately, and stop using the affected part.

HANDOVER

HANDED OVER BY	POSITION
SIGNATURE	DATE
ACCEPTED BY (CLIENT)	POSITION
SIGNATURE	DATE