

Scaffold inspection report

Inspection by a competent person. The outcome is a three-way answer, not a pass or a fail.

Work from the base upwards in the same order every time — that is what finds the thing that is missing. Where the outcome is that the scaffold must not be used, record what was actually done to stop it being used.

SITE	SCAFFOLD REFERENCE	LOCATION ON SITE
CLIENT	DATE OF INSPECTION	TIME

WHY THIS INSPECTION IS BEING MADE

Tick one. The intervals and the deadline for the report are set by the Regulations, not by this sheet.

	THIS ONE
Before first use, following erection	☐
Following alteration or addition	☐
After an event that could have affected stability — weather, impact, ground movement	☐
At the interval the Work at Height Regulations set	☐
Following a report of damage or a defect	☐

FOUNDATIONS AND BASE

	OK	DEFECT	N/A
Ground firm, level and undisturbed	☐	☐	☐
Sole plates and base plates correctly placed and bearing	☐	☐	☐
No scour, excavation or service trench undermining the base	☐	☐	☐
Standards plumb and properly founded	☐	☐	☐
Base lift set out as the design requires	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

STRUCTURE

	OK	DEFECT	N/A
Standards, ledgers and transoms complete and correctly spaced	☐	☐	☐
Couplers correct type, present and tight	☐	☐	☐
Bracing complete — ledger, facade and plan as the design requires	☐	☐	☐
Ties present, of the correct type, and none removed	☐	☐	☐
Tie pattern as the design requires	☐	☐	☐
No components damaged, bent, split or corroded	☐	☐	☐
No unauthorised modification visible	☐	☐	☐
Joints and spigots correctly made and pinned	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

WORKING PLATFORMS

	OK	DEFECT	N/A
Boards complete, sound and correctly supported	☐	☐	☐
No trap boards, gaps or overhangs	☐	☐	☐
Guardrails complete at every open edge	☐	☐	☐
Toe boards and brick guards in place where needed	☐	☐	☐
Platform clear of debris and surplus material	☐	☐	☐
Nothing loaded beyond the duty on the handover certificate	☐	☐	☐
Loading bays as designed, with their own edge protection	☐	☐	☐

	OK	DEFECT	N/A
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

ACCESS, PROTECTION AND SURROUNDINGS

	OK	DEFECT	N/A
Access ladders or stairs secure, correctly placed and landed	☐	☐	☐
Ladder gates or equivalent fitted and working	☐	☐	☐
Sheeting, netting or roof secure and as designed	☐	☐	☐
Public protection, fans and hoardings in place	☐	☐	☐
Signage and tag present and legible	☐	☐	☐
Clearance to overhead services maintained	☐	☐	☐
Highway licence conditions being met, where applicable	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

DEFECTS FOUND

Each one described, with its severity and what was done about it.

OUTCOME

Tick one.

	THIS ONE
Fit for use	☐
Fit for use with the restrictions recorded below	☐
Must not be used until the defects above are rectified	☐

RESTRICTIONS, OR ACTION TAKEN TO PREVENT USE

A scaffold condemned and left tagged green has prevented nothing. Say what was done.

INSPECTOR

NAME	POSITION
COMPETENCE / CARD REFERENCE	EMPLOYER
SIGNATURE	DATE AND TIME OF REPORT

CLOSING THE LOOP

	DONE
Tag updated to match this outcome	☐
Register updated with this inspection and the next due date	☐
Defects passed to whoever is rectifying them	☐
Report provided to the person the work was done for	☐