

Scaffold Inspection & Handover Certificate

Scaffold supplier/erector			Client	
Certificate No:			Client Name:	
Company Name:			Address:	
Address:			Site Address:	
Contact Phone:			Contact Phone:	
Fax:			Fax:	
Project Details				
Project/Reference Number:				
Description of area handed over:				
Drawings attached:				
Intended use of scaffold:				
Duty Classification:				
Number of working decks:				
Top working platform height:				
3 m Bays:	2.4 m Bays:	1.8 m Bays:		
1.3 m Bays:	0.8 m Bays:	Access Bays:		
Plant Design Registration Number:				
Additional Details:				
Handover Inspection of Scaffold				
The scaffold detailed above has been erected in accordance with the attached drawings, the WHS Regulations and the general guide for scaffolds and scaffolding work; is informed by relevant technical standards and is suitable for its intended purpose. Note: A completed scaffold inspection checklist should be provided and attached to this handover certificate stating every aspect of the inspected scaffold which meets the required standards. Subsequent inspections should be recorded on an inspection checklist and provided to the relevant person.				
Name:			Signature:	
High Risk work license no:				
Time:			Date:	
Acceptance - on behalf of the client				
Name:			Signature:	
Date:				
Arrange for scaffold to be inspected at intervals not exceeding 30 days or immediately following an incident which may affect the adequacy of the scaffold. The design registration number for prefabricated scaffolding must be kept readily accessible at all times, for example near the scaffold.				

Scaffold Inspection Checklist

Yes	No	N/A	1. Scaffold vicinity
			Has public protection been provided?
			Have sufficient safeguards against electric powerlines been provided?
			Is there sufficient control over vehicle movement?
			Is there sufficient control over crane operation?
			Are there sufficient controls for the storage, handling and use of hazardous chemicals?
			Are scaffolds erected a safe distance away from trenches or excavations?
			2. Supporting structure
			Is the supporting structure in good condition?
			Does the supporting structure have adequate strength?
			Are there sufficient controls to prevent deterioration of the supporting structure?
			Are all measures to strengthen the supporting structure adequate?
			Is the risk of the supporting structure being overloaded from other sources adequately controlled?
			Is the scaffold built on solid ground? If built on soft ground, are soleboards used to properly distribute the load?
			3. Soleboards and baseplates
			Are there sufficient soleboards?
			Are the soleboards of suitable material and in a serviceable condition?
			Are the soleboards secure?
			Are there sufficient baseplates?
			Are the baseplates of the appropriate type?
			Are the baseplates serviceable and of suitable dimensions?
			Are the baseplates secure?
			4. Scaffold structure
			Are the standards bearing firmly?
			Are the standards plumb (or as designed)?
			Are the longitudinal standard spacings correct?
			Are the transverse standard spacings correct?
			Are the joints in standards correctly positioned?
			Are the joints in standards correctly secured (special duty or hung scaffold)?
			Are the ledgers level (or as designed)?
			Are the ledgers continuous (or as designed)?
			Are the lift heights correct?
			Are the horizontal ledger spacings correct?
			Are the ledgers correctly secured?
			Are ledger joints correctly positioned (tube and coupler scaffold)?
			Are the joints in ledgers correctly secured (tube and coupler scaffold)?
			Are there sufficient transoms/putlogs?
			Are the transoms/putlogs correctly positioned and secured?
			Is the bracing adequate?
			Is the scaffold sufficiently stable?
			Are the ties correctly positioned and correctly fixed?
			5. Platforms
			Does the scaffold have the required number of working platforms?
			Are the working platforms at the required locations?
			Are catch platforms correctly positioned?
			Are the platforms and supporting scaffold constructed for the appropriate duty live loads?
			Are the platform dimensions suitable for the intended work?
			Is there adequate edge protection?
			Are the platforms correctly constructed?
			Are planks secured against wind?
			6. Access and egress
			Is there safe access and egress to every scaffold platform?
			Are temporary stairways correctly installed?
			Are portable ladders of an industrial grade, serviceable and correctly installed?
			Are access ways and access platforms correctly installed?
			7. Cladding
			Has the scaffold been designed for wind loading on any cladding?
			Are the fixing ties secure?
			Are there any rips or tears?
			Are the overlap joints satisfactory?
			8. General fitness for purpose
			Is there adequate provision for material handling?
			Are the clearances between the scaffold and adjacent structures correct?
			Is there adequate protection from falling debris?
			Has the scaffold been adequately designed to support all attachments?
			Are all approaches and platforms effectively lit?
			9. Mobile scaffolds
			Is the supporting surface hard and flat?
			Is the area of operation free of floor penetrations, powerlines and other hazards?
			Are the castor wheel locks in working order? They should be locked at all times, except during movement of the scaffold.