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Scaffold inspection report

No. _____
Tag _____
Your ref _____

Site _____

Scaffold or location _____

Type and duty _____

Date and time inspected _____

Why ☐ Before first use ☐ Weekly ☐ After an alteration ☐ After bad weather ☐ Something else _____

Carried out for, and their address _____

CONCLUSION ☐ Safe to use ☐ Safe to use with restrictions ☐ Not to be used

INSPECTED BY _____

Defects and action

1. Where, and what was found _____
   Action taken _____
   Further action needed _____
2. Where, and what was found _____
   Action taken _____
   Further action needed _____

Checks

	OK	Defect	N/A
Base plates, sole boards and ground Firm, level ground, sole boards sound and big enough, plates central and fully bearing, jacks within limits, no brick packing, settlement or digging nearby	☐	☐	☐
Tubes, bracing and couplers Standards plumb, ledgers and transoms in, right couplers tight or system locks pinned, bracing complete, no bent, cracked or corroded tubes or fittings	☐	☐	☐
Ties and anchors At the spacing on the design, none removed, fixings sound	☐	☐	☐
Platforms and boards Fully boarded, boards sound and supported, cannot slip, tip or overhang too far, no trip gaps, inside gap closed or guarded, not slippery, clear of loose materials	☐	☐	☐
Guardrails, toe boards and brick guards Every open side and end, secure, top rail 950 mm or more, no gap over 470 mm	☐	☐	☐
Ladders, stairs and access Ladders sound, tied, at a safe angle and above the landing, stairs and landings clear to each lift, gates and hatches closing	☐	☐	☐

	OK	Defect	N/A
Materials, within its load class Within the duty on the handover, spread out, not stacked at the edge	☐	☐	☐
Sheeting and netting Only as designed and secure, no extra wind load on the ties	☐	☐	☐
Surroundings, power lines and vehicles Clear of power lines, protected from vehicles, nothing to fall below	☐	☐	☐
Signs and tag Tag shows today's status, closed parts signed and access blocked	☐	☐	☐
_____	☐	☐	☐
_____	☐	☐	☐

Inspected by

Name, position, company _____
Date and time _____

Seen by

Name and company _____
Date and time _____

The particulars of an inspection report in Schedule 7 of the Work at Height Regulations 2005, Schedule 8 in Northern Ireland.