SCAFFOLD INSPECTION CHECKLIST

Competent person inspection - complete before each work shift and after any event affecting structural integrity.

SCAFFOLD DETAILS

Scaffold ID / tag		**Inspection date**		**Shift**	
Scaffold type		**Height**		**Location**	
Erected by		**Competent person**		**Time of inspection**	

FOUNDATION AND BASE

Inspection item	Pass	Fail	N/A	Corrective action / owner
Ground firm, level and capable of carrying the load				
Mudsills and base plates in place under every leg				
Screw jacks not over-extended, threads engaged				
No settlement, washout or undermining at the base				
Casters locked and undamaged (rolling scaffolds)				
No blocks, bricks or loose material used as support				

STRUCTURE AND COMPONENTS

Inspection item	Pass	Fail	N/A	Corrective action / owner
Frames, standards and ledgers straight and undamaged				
No mixed or incompatible manufacturer components				
Cross bracing complete in both directions				
Coupling pins and locking pins installed at every joint				
No bent, cracked, corroded or field-repaired members				
Scaffold plumb, level and square				

PLANKING AND PLATFORM

Inspection item	Pass	Fail	N/A	Corrective action / owner
Platform fully planked with no gaps over 1 inch				
Planks scaffold grade, free of splits, knots and rot				
Planks overlap at least 12 inches or are cleated				
Plank overhang between 6 and 12 inches at the ends				
Deck free of debris, ice, mud, snow and stored material				
Load within capacity - no stockpiled material				

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SCAFFOLD INSPECTION CHECKLIST - PAGE 2

Guardrails, access, ties and tag status.

GUARDRAILS AND FALL PROTECTION

Inspection item	Pass	Fail	N/A	Corrective action / owner
Top rail installed on all open sides and ends				
Mid rail installed between top rail and platform				
Toeboards installed where people work or pass below				
Debris netting or screening where required				
Personal fall arrest anchored where guardrails are not feasible				
Gaps at the working face controlled or protected				

ACCESS AND EGRESS

Inspection item	Pass	Fail	N/A	Corrective action / owner
Safe access provided (stair tower, ladder or built-in access)				
Access not by climbing cross braces				
Ladder extends 3 feet above the platform and is secured				
Access point clear of material and obstructions				
Landing and gate arrangement safe at each level				

TIES, BRACING AND ENVIRONMENT

Inspection item	Pass	Fail	N/A	Corrective action / owner
Ties installed at the required vertical and horizontal spacing				
Ties not removed by other trades				
Guys or outriggers in place where required				
Minimum 10 feet clearance from energized power lines				
Protected from vehicle and equipment impact				
Overhead protection where work occurs above				
Weather conditions safe for use (wind, ice, lightning)				

TAG STATUS AND SIGN-OFF

Tag status (G / Y / R)		**Restriction if yellow**		**Next inspection due**	
Competent person signature			**Date and time**		

A scaffold with any structural Fail is tagged RED and taken out of service until a competent person verifies the repair.

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