



ACCESS SCAFFOLDING ERECTION, USE & DISMANTLING CHECKLIST

SAQA US 263245 | NQF LEVEL 3 | 5 CREDITS | PRINTABLE WORKPLACE RESOURCE

Swift Skills Academy | 6 Monaco Road, Killarney Gardens, Cape Town

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FREE PRINTABLE RESOURCE FOR SCAFFOLD ERECTORS, SUPERVISORS AND SAFETY TEAMS

Use this checklist to support routine access-scaffold planning, erection, hand-over, safe use and dismantling. It is designed around the practical themes of SAQA Unit Standard 263245 and should always be used with site-specific procedures, drawings and competent supervision.

1 BEFORE ERECTION STARTS

- ☐ Approved drawing, sketch or erection instruction is available and understood.
- ☐ Ground, base area and access route checked for obvious hazards or instability.
- ☐ Components are correct for the scaffold system and show no obvious damage.
- ☐ Team roles, communication and competent supervision are confirmed before work starts.
- ☐ Required PPE and task-specific fall protection are available and correctly fitted.
- ☐ Overhead services, traffic and openings are considered; exclusion / drop zones are set where required.

2 ERECT & ALTER SAFELY

- ☐ Scaffold is set out to the drawing, sketch or authorised instruction.
- ☐ Standards, ledgers, transoms and platforms are installed in a controlled sequence.
- ☐ Bracing, ties and stabilisation are added progressively as erection advances.
- ☐ Components are raised or lowered using safe handling methods - never thrown.
- ☐ Working platforms, edge protection and safe access are installed progressively and kept secure.
- ☐ Unauthorised modification or removal of ties, braces or components is prevented.

3 BEFORE & DURING USE

- ☐ Scaffold status / hand-over has been confirmed in accordance with site procedure.
- ☐ Safe access, platforms, boards and decking are secure, clear and free of obvious displacement or damage.
- ☐ Ties, braces, guardrails and toe protection remain in place and undisturbed.
- ☐ Materials and people do not exceed the scaffold use / loading instruction.
- ☐ Weather, ground movement or nearby work has not created a new risk.
- ☐ Defects or unsafe changes are reported and use is stopped if the scaffold is unsafe.

4 DISMANTLE & CLOSE OUT

- ☐ Dismantling hazards are reviewed and the work area is isolated before starting.
- ☐ Dismantling follows a planned sequence without removing stabilising parts too early.
- ☐ Ties, braces and platforms are removed only when the remaining scaffold stays stable.
- ☐ Components are lowered in a controlled manner and are not dropped or thrown.
- ☐ Damaged components are separated, identified and removed from service.
- ☐ Materials are stacked safely and housekeeping is restored; outstanding defects, losses or actions are reported.

SCAFFOLD / SHIFT SIGN-OFF

Site / Project: _____

Checked By: _____

Scaffold ID / Location: _____

Supervisor: _____



SCAFFOLD READINESS & USE AUDIT

BONUS PAGE | INSPECTION + ACTION TRACKING | PRINT AND REUSE

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1 SCAFFOLD READINESS AUDIT

Scaffold ID / Location: _____

Audit item	Pass	Needs action	Action owner	Due
Drawing / erection instruction and scaffold identity confirmed	☐	☐		
Base, support area and access route remain suitable	☐	☐		
Standards / ledgers / transoms show no obvious displacement	☐	☐		
Bracing, ties and stabilisation remain in place	☐	☐		
Platforms / boards are secure and in serviceable condition	☐	☐		
Guardrails, toe protection and safe access remain effective	☐	☐		
No unauthorised alteration or removed scaffold components	☐	☐		
Loading / storage on platform remains within site instruction	☐	☐		
Weather, nearby work and ground conditions reviewed for change	☐	☐		
Defects / actions recorded and escalated before continued use	☐	☐		

2 SCAFFOLD CORRECTIVE ACTION REGISTER

Date	Scaffold / Defect	Immediate action	Corrective action / owner	Close-out

QUICK VISUAL CHECK

- ☐ No missing braces / ties
- ☐ Platforms and access secure
- ☐ Edge protection intact
- ☐ No obvious damaged components

SHIFT / INSPECTION REVIEW

Main defect / concern: _____

Action owner: _____

Use stopped? Yes / No: _____

Next review: _____



SCAFFOLD DEFECT & ACTION LOG

BONUS PAGE | RECORD - ISOLATE - ASSIGN - FOLLOW UP - CLOSE OUT

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Site / Project:

Scaffold ID:

Supervisor:

Date / Shift:

1 DEFECT / UNSAFE CHANGE / ACTION LOG

Date	Scaffold ID	Observation / defect	Immediate action	Reported to	Follow-up

5 QUESTIONS BEFORE CLOSING AN ACTION

- ☐ Was the immediate risk controlled?
- ☐ Was the cause / unsafe change considered?
- ☐ Is the corrective action actually complete?
- ☐ Was the scaffold rechecked before further use?
- ☐ Has the change been communicated to the team?

NEED SCAFFOLD ERECTOR TRAINING?

Ask about public classes or on-site employer training for access scaffolding erection, use and dismantling.

[VIEW COURSE / REQUEST TRAINING](#)



SCAN TO VIEW COURSE

REFERENCE NOTE - SAQA UNIT STANDARD 263245

SAQA lists Unit Standard 263245, 'Erect, use and dismantle access scaffolding', at NQF Level 3 with 5 credits. The official record shows last enrolment 30 June 2029 and last achievement 30 June 2032. Confirm current provider scope, programme availability and site requirements before enrolment or use.