



IMPORTANT USAGE NOTE

This checklist is a practical site-control aid. It does not replace competent scaffold inspection, company procedures, SANS 10085 awareness, legal duties or the need to confirm the current approved scaffold inspector training pathway. Use it to support inspection discipline, not to replace competent judgment.



A CHECKLIST HELPS. COMPETENCE PROTECTS.



WHO SHOULD USE THIS CHECKLIST?

- ✓ Scaffold inspectors responsible for pre-use checks, tagging and handover decisions.
- ✓ Site supervisors, SHEQ teams and contractors who need a structured inspection record.
- ✓ Employers who want stronger scaffold evidence, registers and defect close-out discipline.
- ✓ Training teams that need a practical scaffold inspection discussion tool.



QUICK DECISION RULE BEFORE ANY SIGN-OFF

CONDITION	DECISION	REQUIRED ACTION
Complete, stable, documented and suitable for intended use	Potentially safe to use	Confirm tag, register, handover and inspection record before use.
Incomplete, altered, damaged, overloaded or unclear	Not ready for use	Record defects, restrict access and arrange correction or re-inspection.
Unclear to the inspector or outside competence	Do not guess	Escalate, pause handover and get competent guidance before sign-off.



THE 6 CHECKLIST SECTIONS IN THIS PACK

A COMPLETE, PRACTICAL INSPECTION FLOW

1

PRE-USE & SITE READINESS

2

FOUNDATIONS & STABILITY

3

STRUCTURE, BRACING & TIES

4

PLATFORMS & EDGE PROTECTION

5

ACCESS, LOADING & HOUSEKEEPING

6

DOCUMENTATION, TAGGING & HANDOVER



SCAFFOLD INSPECTION SIGN-OFF

Site / Project: _____

Inspected By: _____

Scaffold ID: _____

Inspection Date: _____



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DETAILED CHECKLIST | PRE-USE + FOUNDATIONS

Printable inspection form for site readiness and stability checks

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Site / Project:

Scaffold ID:

Inspection Date:

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PRE-USE AND SITE READINESS CHECKS

#	Inspection item	P	F	N/A	Action / Notes
1	Scaffold location and unique scaffold ID are clearly recorded.	☐	☐	☐	
2	Intended use of scaffold is known and suitable for the work activity.	☐	☐	☐	
3	Scaffold is not incomplete, unauthorised or being used before handover.	☐	☐	☐	
4	Weather, site activity or alterations since last inspection have been considered.	☐	☐	☐	
5	Scaffold tag is present, visible and aligned to current scaffold status.	☐	☐	☐	
6	Scaffold register is available and ready for inspection entry.	☐	☐	☐	

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FOUNDATIONS, SUPPORT AND STABILITY CHECKS

#	Inspection item	P	F	N/A	Action / Notes
1	Ground or support surface appears suitable and stable.	☐	☐	☐	
2	Base plates are present where required.	☐	☐	☐	
3	Sole boards are used where required and are properly positioned.	☐	☐	☐	
4	No visible settlement, sinking, movement or undermining is present.	☐	☐	☐	
5	Standards appear vertical and correctly supported.	☐	☐	☐	
6	Scaffold appears level, stable and suitable for the intended use.	☐	☐	☐	



INSPECTION REMINDER

A scaffold can look acceptable from a distance and still fail the basics. Confirm identification, intended use, support conditions and current status before moving to structural sign-off.



3. STANDARDS, LEDGERS, TRANSOMS, BRACING AND TIES

#	CHECK ITEM	P	F	N/A	ACTION / NOTES
1	Standards, ledgers and transoms are present, secure and visibly undamaged.	☐	☐	☐	
2	Connections, couplers and fittings are secure and correctly positioned.	☐	☐	☐	
3	Bracing is present, secure and not removed or loose.	☐	☐	☐	
4	Ties are present where required and are not removed, loose or damaged.	☐	☐	☐	
5	No unauthorised modification is visible.	☐	☐	☐	
6	Damaged, bent, cracked or heavily corroded components are not used.	☐	☐	☐	



CRITICAL STRUCTURAL WARNING

Missing bracing, loose ties or damaged structural components **must stop** sign-off until corrected and re-inspected.



WHAT GOOD INSPECTION LOOKS LIKE

Inspect systematically, not casually. A competent inspector should be able to explain what was checked, what was found and why the scaffold was or was not released.



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PLATFORMS, GUARDRAILS AND EDGE PROTECTION

#	Inspection item	P	F	N/A	Action / Notes
1	Working platforms are fully decked and secure.	☐	☐	☐	
2	Boards or platform units are not damaged, split, warped or displaced.	☐	☐	☐	
3	Dangerous gaps, trip points or unstable boards are not present.	☐	☐	☐	
4	Guardrails are installed where required and are secure.	☐	☐	☐	
5	Midrails and toe boards are fitted where required.	☐	☐	☐	
6	Open sides and edges are controlled to prevent falls or falling objects.	☐	☐	☐	

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ACCESS, LOADING AND HOUSEKEEPING

#	Inspection item	P	F	N/A	Action / Notes
1	Safe access is provided and workers are not required to climb frames unsafely.	☐	☐	☐	
2	Ladders or access points are secure, clear and correctly positioned.	☐	☐	☐	
3	Access routes are free of obstructions and trip hazards.	☐	☐	☐	
4	Materials on platforms are controlled and not overloading the scaffold.	☐	☐	☐	
5	Tools, cables, hoses, waste and debris are controlled.	☐	☐	☐	
6	Falling-object risks are reduced and housekeeping is acceptable.	☐	☐	☐	



USE REMINDER

A scaffold that was safe at handover can later become unsafe through poor access control, overloading, debris or removed edge protection. Inspect the scaffold as it is being used, not only as it was built.

6. DOCUMENTATION, TAGGING, REGISTER AND HANDOVER

#	Check item	P	F	N/A	Action / Notes
1	Scaffold tag is current and matches the inspection decision.	☐	☐	☐	
2	Green tag is used only if the scaffold is safe to use under stated conditions.	☐	☐	☐	
3	Defects, restrictions and corrective actions are recorded clearly.	☐	☐	☐	
4	Scaffold register includes date, scaffold ID, inspector name and outcome.	☐	☐	☐	
5	Handover documentation is completed where required.	☐	☐	☐	
6	Users or receiving party are aware of restrictions, limitations or conditions.	☐	☐	☐	



WHEN A DEFECT MEANS NOT SAFE FOR USE

If a serious defect is identified, do not green tag the scaffold. Mark it not safe for use, record the defect, restrict access, arrange correction and re-inspect before release.



**DO NOT USE
THIS SCAFFOLD**

EXAMPLES OF DEFECTS THAT REQUIRE STOP-USE

- ✓ Unstable or unsuitable foundation, missing base plates or major settlement.
- ✓ Missing guardrails, midrails, toe boards or incomplete working platforms.
- ✓ Missing, loose or removed bracing or ties where required.
- ✓ Unsafe access, unsecured ladders or workers needing to climb frames.
- ✓ Damaged, bent, cracked or heavily corroded scaffold components.
- ✓ Overloaded platforms, uncontrolled materials or falling-object risks.
- ✓ Unauthorised scaffold modification or unclear current status.
- ✓ Missing tag, incorrect tag, weak register entry or no handover evidence.



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FINAL INSPECTION RECORD & SIGN-OFF

Record the decision clearly before release or restriction

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FINAL INSPECTION RECORD AND SIGN-OFF

Site / Project: _____

Date: _____

Scaffold ID / Location: _____

Inspection Time: _____

Inspector Name: _____

Company: _____

Inspection Outcome: ☐ Safe to Use ☐ Not Safe ☐ Restricted ☐ Re-inspection Needed

Tag Status: ☐ Green ☐ Red ☐ Yellow ☐ Restricted

Defects recorded? ☐ Yes ☐ No

Corrective action assigned? ☐ Yes ☐ No

Handover completed? ☐ Yes ☐ No ☐ N/A

Register updated? ☐ Yes ☐ No

Signature: _____

Supervisor / Receiver: _____



60-SECOND READINESS CHECK

CHECK ITEM	READY	INVESTIGATE
Scaffold clearly identified?	☐	☐
Intended use known?	☐	☐
Competent inspector assigned?	☐	☐
Foundations satisfactory?	☐	☐
Structural members satisfactory?	☐	☐
Platforms and access satisfactory?	☐	☐
Modifications addressed?	☐	☐
Tag and register aligned?	☐	☐



If several answers fall into Investigate, stop and strengthen control before releasing the scaffold for use.



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BONUS LOG + REFERENCE PAGE

Defect tracking, handover follow-up and key authority references

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1 DEFECT / SAFETY OBSERVATION / HANDOVER LOG

Date	Location	Observation / Defect	Immediate Action	Reported To	Follow-Up

5 QUESTIONS BEFORE SIGN-OFF

- ☐ Was the immediate risk controlled?
- ☐ Was the defect or recurring cause considered?
- ☐ Has corrective work been re-inspected?
- ☐ Does the scaffold status tag match the outcome?
- ☐ Have restrictions and records been communicated?

NEED SCAFFOLD INSPECTOR TRAINING?

This checklist is a practical tool, but competent inspection also requires training, judgement and role clarity. Speak to Swift Skills Academy about the correct scaffold inspector training route.



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AUTHORITY REFERENCES

- 1 SAQA Unit Standard 263205: Inspect access scaffolding — legacy unit-standard record.
- 2 SAQA Unit Standard 263245: Erect, use and dismantle access scaffolding.
- 3 Construction Regulations 2014, Regulation 16 — competence and scaffolding responsibilities.
- 4 Government Gazette confirming SANS 10085-1:2024 scope.

This checklist supports workplace readiness and recordkeeping; it does not certify legal compliance or replace competent scaffold inspection.



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