

ACCESS SCAFFOLDING ERECTION, USE & DISMANTLING CHECKLIST

SAQA US ID 263245 | NQF Level 3 | 5 Credits | Swift Skills Academy
Safe Practices for Scaffold Erectors (Compliant with SANS 10085)

1. Interpret Drawings and Instructions

- Identify and describe types of access scaffolding (e.g., putlog, interlocking, free-standing tower, tubular/system)
- Identify platform classes and loading limitations (very light, light, medium, heavy duty)
- Identify stabilisation methods (bracing, ties, ground conditions, plumbness of standards)
- Read and interpret basic drawings/sketches for scaffold requirements
- Interpret erection instructions according to organisational procedures

2. Coordinate Resources

- Compile basic action plan and prioritise activities per drawings/instructions
- Identify and correctly use PPE (safety harness, helmet, boots) and safety equipment (signage, barricading)
- Deploy scaffolding team according to the action plan
- Select and order/pick fit-for-use scaffold equipment and hand tools
- Move required resources to the work area safely

3. Erect Access Scaffolding

- Identify and report site hazards/risks (including Fall Arrest Plan)
- Set out/base scaffold equipment per drawings/instructions
- Handle equipment safely (hand-over-hand, rope, gin wheel, crane)
- Organise erection sequence and control work activities safely
- Erect scaffold within timeframe and in accordance with SANS 10085
- Modify/alter erected scaffold as instructed (safe procedures)
- Remove excess materials from site safely

4. Use and Inspect Scaffolding

- Ensure scaffold is stable, braced, tied, and plumb before use
- Verify platform loading does not exceed class limits
- Confirm safe access (ladders, stairs) and fall protection in place
- Conduct daily visual checks for defects or damage
- Report any issues and tag scaffold if unsafe

5. Dismantle Access Scaffolding

- Identify dismantling hazards/risks and plan elimination measures
- Conduct visual pre-dismantling inspection for safety
- Compile and prioritise dismantling action plan
- Organise dismantling sequence and control activities safely
- Stack and store dismantled equipment in demarcated area
- Clear site of materials, equipment, and crew per procedures and deadlines

Essential Scaffold Equipment & PPE (Minimum Requirements)

- Standards, ledgers, transoms, base plates, sole boards
- Bracing, ties, couplers, platforms/boards
- Full body harness with lanyard, helmet, safety boots, gloves
- Signage, barricading tape, gin wheel/rope (as needed)
- Hand tools (spanners, spirit level, tape measure)

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