

Scaffold Inspection Register

Statutory 7-day scaffold inspection register with handover and defect recording. · Free template from SiteAudit — siteaudit.app/templates

PROJECT	ADDRESS	SCAFFOLD LOCATION / REFERENCE	SCAFFOLD CONTRACTOR
DESIGN REF (IF NON-STANDARD)	ERECTED DATE	HANDOVER DATE	LOAD CLASS

[illegible]

Inspection date	Time	Inspected by (name)	Competence / card no.	Result	Defects found	Action taken	Date rectified	Re-checked by	Tag updated

Ref	Item	Y / N / N/A	Observation / evidence	Action required	Owner	Due date	Status
Points to check at every inspection							
1	Foundations and sole plates sound, level and undisturbed						
2	Standards plumb and correctly spaced; base plates in place						
3	Ledgers and transoms level and securely fixed						
4	Ties present, correct type and spacing, and not removed by other trades						
5	Bracing complete in both directions						
6	Boards fully decked, undamaged, and no traps or gaps						
7	Guardrails and intermediate rails at the correct heights						
8	Toe boards or brick guards in place to all open edges						
9	Safe access provided by ladder, stair tower or hoist and correctly secured						
10	Loading within the designed load class; no unauthorised sheeting or netting added						
11	Scaffold tag present, current and legible at every access point						
12	No unauthorised alterations since the last inspection						

How to use this template

1. A scaffold must be inspected before first use, then at intervals not exceeding 7 days, and again after any event likely to have affected its stability.
2. Inspections must be carried out by a competent person — record their name and competence reference every time.
3. If the result is anything other than safe to use, change the tag immediately and physically prevent access.
4. Keep the register on site until the scaffold is dismantled, then retain it with the project records.
5. Adding sheeting or netting changes the wind loading. Treat it as an alteration requiring a design check.

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