Scaffold Inspection Report

Seven-day and post-alteration scaffold inspection covering foundations, ties, boards, guardrails, toe boards and access.

Scaffold

Site name *	
Site address	
Date *	_____ / _____ / _____
Time	_____ : _____
Scaffold location / description *	
Scaffold tag number	
Reason for inspection *	☐ Before first use ☐ 7-day inspection ☐ After alteration ☐ After adverse weather
Inspector *	

Checklist

Item	Satisfactory	Unsatisfactory	N/A
Base plates and sole boards adequate *	☐	☐	☐
Standards plumb and undamaged *	☐	☐	☐
Ledgers and transoms secure *	☐	☐	☐
Bracing in place *	☐	☐	☐
Ties secure and at correct spacing *	☐	☐	☐
Boards complete and secure, no trip hazards *	☐	☐	☐
Guardrails at correct height *	☐	☐	☐
Toe boards fitted *	☐	☐	☐
Brick guards / netting where required *	☐	☐	☐
Ladder access secure *	☐	☐	☐
Loading within limits *	☐	☐	☐
Scaffold tag displayed and current *	☐	☐	☐

Result

Is the scaffold safe to use? *	☐ Yes ☐ No

Defects found and action taken	
Photo 1	*Attach photo or sketch*
Photo 2	*Attach photo or sketch*
Additional comments	
Inspector name *	
Inspector signature *	
Date signed *	_____ / _____ / _____

* Required