

CHECKLIST FOR

# scaffold erectors



NAME  DATE

DESIGN TYPE  SCAFFOLD LOCATION

All the items in the "ITEMS TO BE CHECKED" column must be checked by operators before operating equipment.

Indicate whether each item is in a serviceable condition (using a tick) or not (using a cross). If irrelevant, write n/a in the comments section. If defective, comment on the exact nature of the defect and do not operate until reported and corrected. A new checklist then needs to be filled in and retained indicating that all parts are serviceable.

**PERSONAL PROTECTIVE EQUIPMENT REQUIRMENTS**

Heights safety harness and connector (short lanyard).  
 Reflective jacket, safety boots with non-slip soles,  
 hard hat with a chin straps and climbing gloves.



**ITEM CHECKED / INSPECTED**

**GENERAL REQUIREMENTS**

CONSTRUCTED UNDER QUALIFIED SUPERVISION		COMPONENTS INSPECTED FOR DEFECTS	
REQUIRED FALL PROTECTION PLAN WAS PREPARED		WEIGHT BEARING REQUIREMENTS WAS KNOWN	
AREA WAS ISOLATED DURING CONSTRUCTION		ALL SCAFFOLDING TOOLS WERE AVAILABLE	

**LOADING REQUIREMENTS**

STANDARDS SPACING SUITS CLASSIFICATION		PERMISSIBLE NUMBER OF WORKING PLATFORMS	
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**FOUNDATIONS**

GROUND IS COMPACTED		SOLE PLATES SUITE GROUND TYPE	
PROTECTED FROM WATER EROSION (IF APPLICABLE)		BASE PLATES/JACKS USED UNDER STANDARDS	
GROUND TYPE TAKEN INTO CONSIDERATION		JACKS WERE INITIALLY CORRECTLY LOWERED	
GROUND WAS LEVELLED (IF APPLICABLE)		FOOT TIE LEVEL CHECKED FOR LEVEL	

**TIES**

THE STRUCTURE USED TO TIE IN IS SOUND		TIES WILL NOT DAMAGE EXISTING STRUCTURE	
THERE IS ENOUGH TIE IN		THE TIES ARE TIGHT AND RIGID	
THE TIES ARE CORRECTLY CONSTRUCTED		NO MOVEMENT POSSIBLE	

**BRACING**

COMPLETE LINES OF RESTRAINT (FACE BRACE)		THE BRACING HAS BEEN CORRECTLY FITTED	
THERE ARE SUFFICIENT TYPES OF BRACING USED		PROJECTING POLES PADDED	

**PLATFORMS**

THE PLATFORMS ARE COMPLETE		TRAPDOORS ARE USED	
BOARDS ARE SUFFICIENTLY SUPPORTED		TOE BOARDS ARE USED	
THE BOARDS ARE IN GOOD CONDITION		HAND TRAILS ARE INSTALLED	
THE BOARDS ARE TIED DOWN		KNEE RAILS ARE INSTALLED	

**ACCESS**

LADDERS ARE SECURED 900MM ABOVE PLATFORM		LADDER CONDITION AND SECURELY FIXED	
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**FOR MOBILE SCAFFOLDS**

BUILT ON LEVEL CONCRETE		THE HEIGHT RESTRICTIONS ARE RESPECTED	
CORRECT CASTERS WERE USED		LADDER IS NOT PLACED ON THE OUTSIDE	
THE CASTER BRAKES ALL WORK		NOT MOVED WITH WORKERS STILL ON IT	

**FOR CANTILEVER SCAFFOLDING**

DESIGN SKETCH PROVIDED		BUILT ACCORDING TO DESIGN PROVIDED	
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**SIGNAGE**

CORRECT SIGNAGE USED FOR LOCATION		"UNSAFE – DO NOT USE" SIGN POSTED	
SIGNAGE CORRECTLY POSITIONED			

ERECTOR SIGNATURE  READY TO HAND OVER TO INSPECTOR  DATE