



# Scaffold Checklist

This checklist has been developed to assist PCBU commissioning scaffold work. The checklist has 3 distinct sections that can be used independently of each other or progressively to keep a record for each scaffold erected. Part A has been developed for use prior to erection, Part B during erection and Part C prior to scaffold being placed into service / following modification / reinspection.

## Scaffold Supplier Information

Supplier / Subcontractor: \_\_\_\_\_

Business address: \_\_\_\_\_

Email address: \_\_\_\_\_

Company Contact name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Onsite contact: \_\_\_\_\_

Phone number: \_\_\_\_\_

## Scaffold Information

Project: \_\_\_\_\_

Type of scaffold: \_\_\_\_\_

Duty Rating: \_\_\_\_\_

Number of Working platforms: \_\_\_\_\_

Top working platform height: \_\_\_\_\_

Max. bays to be loaded: \_\_\_\_\_

Plant design registration No. \_\_\_\_\_

Description of Scaffold: \_\_\_\_\_

Intended use of Scaffold: \_\_\_\_\_

Design drawing reference numbers: \_\_\_\_\_



## Part A – To be completed prior to erection

Criteria	Compliant	N/A	CA required	Additional comments
Scaffold design plan / drawings provided by scaffold designer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> If N/A above, a risk assessment has been conducted to justify no scaffold plan				
Designer qualifications verified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Design of scaffold ties addressed in design plan (Including if single leg ties are proposed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written advice on ground conditions provided to scaffold contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Engineer advice / certification obtained for any support on verandas, suspended flooring, compacted soil, parapets, awning or similar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evidence of high-risk work licences / training of scaffolders verified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If a trainee scaffolder – training plan & qualified supervisor info supplied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safe system of work (SWMS / SOP / JHA) provided for hazards associated with scaffolding delivery, inspection, erection, dismantling etc. Addressing:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Public protection and containment sheeting</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Procedures for high wind</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Controls for overhead services</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Controls for vehicle/crane/ plant movement adjacent scaffold</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Exclusion zones &amp; controls for falling objects</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Safe access and egress</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Manual tasks</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Inspection and maintenance</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Other site-specific issues .....</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



### Part A – To be completed prior to erection

Criteria	Compliant	N/A	CA required	Additional comments
SWMS for HRCW reviewed and accepted (work at height / near electrical installations / adjacent traffic corridor / movement powered mobile plant / near water or other HRCW)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Where fall restraint/fall arrest is proposed – Risk assessment completed, and system of work implemented to verify <ul style="list-style-type: none"> <li>• Training of workers</li> <li>• Maintenance and inspection of equipment</li> <li>• Training to install or determine anchorage points</li> <li>• Attachment points design and certification</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency procedures established	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

CA No.	Corrective action details	Issued to	Due date	Closed/status

<b>Completed by:</b>	
<b>Position:</b>	
<b>Signature:</b>	
<b>Date:</b>	



## Part B – Physical inspection during erection of scaffolding

Criteria	Compliant	N/A	CA required	Additional comments
Scaffold layout progressing as per design plan / drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scaffold ties, bracing, edge protection and access is progressing relative to the height and width of the scaffold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scaffold erection compliant with engineer's advice / design for supporting structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers sampled are licenced / trained scaffolders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SWMS /SOP / JHA available on site with evidence that relevant scaffolders / workers were consulted, trained, and signed off on the system of work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Access during erection safe and suitable</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Work at height controls implemented by scaffolders</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Falling object controls implemented by scaffolders</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Agreed exclusion zones clearly delineated with appropriate signage</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Good housekeeping implemented</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Controls for overhead services implemented</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Ae controls in place to prevent impact to the scaffold from vehicle / plant / crane movement etc.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other SWMS controls implemented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SWMS controls appropriate for observed work activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unauthorised access to scaffold by other workers prevented during erection/modification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



## Part B – Physical inspection during erection of scaffolding

Criteria	Compliant	N/A	CA required	Additional comments
No mixing of scaffold from different manufacturers / systems (without engineer approval and specified controls implemented)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other controls implemented ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other controls implemented ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

CA No.	Corrective action details	Issued to	Due date	Closed/status

<b>Completed by:</b>	
<b>Position:</b>	
<b>Time of Inspection:</b>	
<b>Signature:</b>	
<b>Date:</b>	



## Part C– Prior to scaffolding being placed in service

Criteria	Compliant	N/A	CA required	Additional comments
Any changes to design authorised by designer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scaffolders completion inspection checklist issued	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Handover certificate issued (Meets AS/NZS, drawings, legislation and duty rating etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Handover certificate signed by scaffolder or engineer where relevant (In Qld refer Qld COP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Anchor verification documentation issued / verified (proof testing, anchor torque settings, install date, location, competent person etc. where relevant)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maintenance verified for scaffold components erected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Engineer advice for support structures implemented / verified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working platforms, access, edge protection etc. as per design and suitable (including design rating, gaps, penetrations, edge protection, max step height to access platforms, use of stairs where practicable etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ScaffTag or equivalent signage with correct duty loading installed at access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are controls in place to prevent impact to the scaffold from vehicle / plant / crane movement etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Public protection & exclusion controls implemented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Perimeter containment screens erected to standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reinspection frequency for scaffold and support structures established	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



## Part C– Prior to scaffolding being placed in service

Criteria	Compliant	N/A	CA required	Additional comments
Other ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

CA No.	Corrective action details	Issued to	Due date	Closed/status

<b>Completed by:</b>	
<b>Position:</b>	
<b>Signature:</b>	
<b>Date:</b>	

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