

SCAFFOLD GREEN TAG CHECKLIST

GREEN TAG = INSPECTED. ACCEPTED. CONTROLLED.

This checklist is a practical aid only. It does not replace competent scaffold inspection, company procedures, SANS 10085 awareness or SAQA 263205 scaffold inspector training.

Use before marking scaffold SAFE TO USE, issuing a green tag or releasing for handover

Green Tag Record Details

Site / Project		Scaffold ID / tag no.		Scaffold location	
Inspection date		Inspection time		Weather / site condition	
Inspector name		Company		Supervisor / receiver	
Intended use		Permitted load / class if known		Next inspection due	

Green Tag Approval Checklist

#	Green tag requirement	What must be true before SAFE TO USE	Pass	Fail	N/A	Action / notes
1	Scaffold complete	All required scaffold components are present for the intended use and there is no visible incomplete section.	☐	☐	☐	
2	Foundation and base support	Ground/support surface, sole boards and base plates are suitable with no visible settlement or movement.	☐	☐	☐	
3	Standards, ledgers and transoms	Main scaffold members are aligned, secure, compatible and visibly undamaged.	☐	☐	☐	
4	Bracing and ties	Required bracing and ties are fitted, secure, not	☐	☐	☐	

		removed and not visibly damaged.				
5	Platforms and boards	Platforms are fully decked, secure, level and free from dangerous gaps, splits or displaced boards.	☐	☐	☐	
6	Guardrails, midrails and toe boards	Edge protection and toe boards are installed where required and secure.	☐	☐	☐	
7	Safe access	Ladders/access points are secure, clear and positioned to prevent unsafe climbing.	☐	☐	☐	
8	Loading and intended use	Scaffold appears suitable for intended task; no overloading, excessive stored material or misuse is visible.	☐	☐	☐	
9	Housekeeping	Platforms and access routes are free from trip hazards, debris, loose tools, cables and uncontrolled materials.	☐	☐	☐	
10	No unauthorised modifications	No boards, guardrails, ties, braces or components have been removed or changed without re-inspection.	☐	☐	☐	
11	Defects controlled	No serious unresolved defects are present. Any minor defects are recorded and controlled before use.	☐	☐	☐	
12	Register completed	Scaffold register records scaffold ID, location, inspection date, inspector, status, defects and action notes.	☐	☐	☐	
13	Handover completed	Handover is completed where required and	☐	☐	☐	

		conditions/restrictions are communicated to users/supervisors.				
14	Tag information complete	Green tag includes scaffold ID/location, inspection date, inspector details, status and next inspection if required.	☐	☐	☐	

GREEN TAG APPROVED

- ☐ Safe to use under stated conditions
- ☐ Register completed
- ☐ Users/supervisor informed
- ☐ Next inspection planned

DO NOT GREEN TAG

- ☐ Serious defect present
- ☐ Restrict access immediately
- ☐ Mark NOT SAFE FOR USE
- ☐ Correct and re-inspect

SIGN-OFF

Inspector signature: _____

Supervisor / receiver: _____

Corrective action owner: _____

Re-inspection date/time: _____

When a Scaffold Must NOT Receive a Green Tag

Stop use and escalate if any serious defect is found

- Unstable foundation, missing base plates or visible settlement
- Missing guardrails, midrails, toe boards, platforms, bracing or ties where required
- Unsafe access, overloaded platforms or falling-object risk
- Damaged, incompatible or unsecured components
- Unauthorised modification after previous inspection
- Missing, incomplete or contradictory tag/register/handover information

A green tag should mean more than a green card

It should mean the scaffold has been competently inspected, recorded, accepted for use under stated conditions, and controlled through the register and handover process.

If you are unsure, do not tag. Restrict use, correct defects, and re-inspect before release.

Green Tag Fields to Complete

Field	Complete?	Example / note	Initial
Scaffold ID / tag number	☐	Unique ID matching register	
Location / area	☐	Building, level, bay or work area	
Inspection date and time	☐	Current inspection, not old tag	
Inspector name and signature	☐	Competent person completing inspection	
Status	☐	Safe to use / restricted / not safe	
Limitations or restrictions	☐	Load, access, scope or use conditions	
Next inspection / re-check	☐	As per site procedure / after changes	
Register reference	☐	Must match site register entry	

If You Are Signing Green Tags, You Need More Than a PDF

This download supports site discipline, but the person releasing a scaffold for use must understand scaffold inspection, defects, registers, handover, SANS 10085 context and role responsibility. Use this checklist as a record aid - not as a substitute for training or competence.

Recommended Swift Skills Academy pathway

- [Scaffold Inspector Course Cape Town SAQA 263205](#)

Need help before you green tag?

Call: 021 828 0772

- [Scaffold Erector Course Cape Town SAQA 263245](#)
- [Working at Heights Training Cape Town SAQA 229998](#)

WhatsApp: +27 60 998 7412

Email: info@swiftskillsacademy.co.za

Address: 6 Monaco Rd, Killarney Gardens, Cape Town

Web: www.swiftskillsacademy.com

Sources and Authority References

Source	Type	Why it matters
SAQA Unit Standard 263205: Inspect Access Scaffolding	Official SAQA record	Scaffold inspector unit standard and inspection/handover focus
SAQA Unit Standard 263245: Erect, Use and Dismantle Access Scaffolding	Official SAQA record	Distinguishes scaffold erection from scaffold inspection
SABS Standards Store	Standards publisher	Official access point for South African National Standards
Occupational Health and Safety Act 85 of 1993	Legislation	Broader workplace safety duty context
Swift Skills Academy Scaffold Inspection Checklist Blog	Swift guide	Context article for this green tag checklist download