

DOWNLOADABLE PDF

Scaffold Inspection Checklist South Africa

What must be checked before sign-off, green tagging and handover

A checklist helps. Competence protects.



Important usage note

This checklist is a practical site-control aid. It does not replace competent scaffold inspection, company procedures, SANS 10085 awareness, legal duties, or SAQA 263205 scaffold inspector training. Use it to support inspection discipline, not to replace competent judgment.

Who Should Use This Checklist

- Scaffold inspectors responsible for pre-use checks, green tagging and handover decisions.
- Site supervisors, SHEQ teams and contractors who need a structured scaffold inspection record.
- Employers who want stronger scaffold evidence, registers and defect close-out discipline.
- Training teams that need a practical template for scaffold inspection discussions or toolbox talks.

Quick Decision Rule Before Any Sign-Off

If the scaffold is...	Decision	Required action
Complete, stable, documented and suitable for intended use	Potentially safe to use	Confirm tag, register, handover and inspection record before use.
Incomplete, altered, damaged, overloaded or unclear	Not ready for green tag	Record defects, restrict access and arrange correction/re-inspection.
Unclear to the inspector or outside competence	Do not guess	Escalate, pause handover and get competent guidance before sign-off.

Printable Scaffold Inspection Checklist

Use the status boxes as: **P = Pass** **F = Fail** **N/A = Not Applicable** **Action = Corrective action required**

1. Pre-Use and Site Readiness Checks

#	Check item	P	F	N/A	Action / Notes
1	Scaffold location and unique scaffold ID are clearly recorded.	☐	☐	☐	
2	Intended use of scaffold is known and suitable for the work activity.	☐	☐	☐	
3	Scaffold is not incomplete, unauthorised or being used before handover.	☐	☐	☐	
4	Weather, site activity or alterations since last inspection have been considered.	☐	☐	☐	
5	Scaffold tag is present, visible and aligned to current scaffold status.	☐	☐	☐	
6	Scaffold register is available and ready for inspection entry.	☐	☐	☐	

2. Foundations, Support and Stability Checks

#	Check item	P	F	N/A	Action / Notes
1	Ground or support surface appears suitable and stable.	☐	☐	☐	
2	Base plates are present where required.	☐	☐	☐	

3	Sole boards are used where required and are properly positioned.	☐	☐	☐	
4	No visible settlement, sinking, movement or undermining is present.	☐	☐	☐	
5	Standards appear vertical and correctly supported.	☐	☐	☐	
6	Scaffold appears level, stable and suitable for the intended use.	☐	☐	☐	

3. Standards, Ledgers, Transoms, Bracing and Ties

#	Check item	P	F	N/A	Action / Notes
1	Standards, ledgers and transoms are present, secure and visibly undamaged.	☐	☐	☐	
2	Connections, couplers and fittings are secure and correctly positioned.	☐	☐	☐	
3	Bracing is present, secure and not removed or loose.	☐	☐	☐	
4	Ties are present where required and not removed, loose or damaged.	☐	☐	☐	
5	No unauthorised modification is visible.	☐	☐	☐	

6	Damaged, bent, cracked or heavily corroded components are not used.	☐	☐	☐	
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4. Platforms, Guardrails and Edge Protection

#	Check item	P	F	N/A	Action / Notes
1	Working platforms are fully decked and secure.	☐	☐	☐	
2	Boards or platform units are not damaged, split, warped or displaced.	☐	☐	☐	
3	Dangerous gaps, trip points or unstable boards are not present.	☐	☐	☐	
4	Guardrails are installed where required and are secure.	☐	☐	☐	
5	Midrails and toe boards are fitted where required.	☐	☐	☐	
6	Open sides and edges are controlled to prevent falls or falling objects.	☐	☐	☐	

5. Access, Loading and Housekeeping

#	Check item	P	F	N/A	Action / Notes
1	Safe access is provided and workers are not	☐	☐	☐	

	required to climb frames unsafely.				
2	Ladders or access points are secure, clear and correctly positioned.	☐	☐	☐	
3	Access routes are free of obstructions and trip hazards.	☐	☐	☐	
4	Materials on platforms are controlled and not overloading the scaffold.	☐	☐	☐	
5	Tools, cables, hoses, waste and debris are controlled.	☐	☐	☐	
6	Falling-object risks are reduced and housekeeping is acceptable.	☐	☐	☐	

6. Documentation, Tagging, Register and Handover

#	Check item	P	F	N/A	Action / Notes
1	Scaffold tag is current and matches the inspection decision.	☐	☐	☐	
2	Green tag is used only if the scaffold is safe to use under stated conditions.	☐	☐	☐	
3	Defects, restrictions and corrective actions are recorded clearly.	☐	☐	☐	

4	Scaffold register includes date, scaffold ID, inspector name and outcome.	☐	☐	☐	
5	Handover documentation is completed where required.	☐	☐	☐	
6	Users or receiving party are aware of restrictions, limitations or conditions.	☐	☐	☐	

When a Defect Means Not Safe for Use

Stop-use warning

If a serious defect is identified, do not green tag the scaffold. Mark the scaffold as not safe for use, record the defect, restrict access, arrange corrective action, and re-inspect before use.

- Unstable or unsuitable foundation, missing base plates or major settlement.
- Missing guardrails, midrails, toe boards or incomplete working platforms.
- Missing, loose or removed bracing or ties where required.
- Unsafe access, unsecured ladders or workers needing to climb frames.
- Damaged, bent, cracked or heavily corroded scaffold components.
- Overloaded platforms, uncontrolled materials or falling-object risks.
- Unauthorised scaffold modification or unclear current status.
- Missing tag, incorrect tag, weak register entry or no handover evidence.

Final Inspection Record and Sign-Off

Site / Project:		Date:	
Scaffold ID / Location:		Inspection Time:	
Inspector Name:		Company:	
Inspection Outcome:	☐ Safe to Use ☐ Not Safe ☐ Restricted ☐ Re-inspection Needed	Tag Status:	☐ Green ☐ Red ☐ Yellow / Restricted

Defects recorded?	☐ Yes ☐ No	Corrective action assigned?	☐ Yes ☐ No
Handover completed?	☐ Yes ☐ No ☐ N/A	Register updated?	☐ Yes ☐ No
Signature:		Supervisor / Receiver:	

If You Are Signing the Register, You Need More Than a PDF

This scaffold inspection checklist is a practical tool, but competent inspection requires training, judgment and role clarity. If you are expected to inspect, green tag, sign registers or support scaffold handover, speak to Swift Skills Academy about the correct scaffold inspector training route.

Recommended Training Pathway • Scaffold Inspector Course Cape Town SAQA 263205 • Scaffold Erector Course Cape Town SAQA 263245 • Working at Heights Training Cape Town SAQA 229998	Book / Ask Before You Sign Call: 021 828 0772 WhatsApp: +27 60 998 7412 Email: info@swiftskillsacademy.co.za 6 Monaco Rd, Killarney Gardens, Cape Town
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Sources and Authority References

Source	Type	Why it matters
SAQA Unit Standard 263205: Inspect Access Scaffolding	Official SAQA record	Confirms the scaffold inspector unit standard and inspection / handover focus.
SAQA Unit Standard 263245: Erect, Use and Dismantle Access Scaffolding	Official SAQA record	Helps distinguish scaffold erection from scaffold inspection.
SABS Standards Store	Standards publisher	Official access point for South African National Standards including SANS scaffolding standards.
Occupational Health and Safety Act 85 of 1993	South African legislation	Provides the broader workplace safety duty context for employers and contractors.
Swift Skills Academy Scaffold Inspector Course	Training pathway	Direct course page for scaffold inspection competence in Cape Town.