

PRE-SIGN-OFF SCAFFOLD INSPECTION CHECKLIST

A CHECKLIST HELPS. COMPETENCE PROTECTS.

Use this as a practical record aid only. It does not replace competent scaffold inspection, company procedures, SANS 10085 awareness or SAQA 263205 scaffold inspector training.

Printable site checklist before green tagging, register sign-off and handover

Site Details

Site / Project		Scaffold ID		Location	
Inspection date		Inspection time		Weather / site condition	
Inspector name		Company		Supervisor / receiver	
Intended use		Tag status before inspection		Register reference	

Pre-Sign-Off Checklist

#	Inspection area	What must be checked before sign-off	Pass	Fail	N/A	Action / notes
1	Pre-use status	Scaffold is complete, identified, not being used before handover, and intended use is known.	☐	☐	☐	
2	Scaffold tag	Tag is visible, current and matches the scaffold status: safe, restricted, or not safe.	☐	☐	☐	

3	Register ready	Scaffold register is available and ready for date, scaffold ID, inspector name, outcome and notes.	☐	☐	☐	
4	Foundation/support	Ground/support surface, base plates and sole boards are suitable with no visible settlement.	☐	☐	☐	
5	Stability	Standards are supported, scaffold appears level/stable, and no movement or undermining is visible.	☐	☐	☐	
6	Standards/ledgers/transoms	Core members are present, secure, aligned and visibly undamaged.	☐	☐	☐	
7	Couplers/fittings	Connections are secure, compatible and not loose, missing, cracked or badly corroded.	☐	☐	☐	
8	Bracing	Bracing is installed where required, secure, and not removed or loose.	☐	☐	☐	
9	Ties	Ties are present where required and are not damaged, loose or removed.	☐	☐	☐	
10	Platforms	Platforms are fully decked, secure, level and free from dangerous gaps or displaced boards.	☐	☐	☐	

11	Guardrails/midrails	Edge protection is present and secure where required.	☐	☐	☐	
12	Toe boards	Toe boards are fitted where required to control falling-object risk.	☐	☐	☐	
13	Access	Safe access is provided; ladders/access points are secure, clear and correctly positioned.	☐	☐	☐	
14	Loading	Materials and equipment do not overload platforms and are suitable for the scaffold purpose.	☐	☐	☐	
15	Housekeeping	Platforms and access routes are free from debris, trip hazards, cables, hoses and uncontrolled tools.	☐	☐	☐	
16	Alterations	No unauthorised modification is visible; changes since last inspection are considered.	☐	☐	☐	
17	Defects	Defects are recorded clearly with corrective action and responsibility assigned.	☐	☐	☐	
18	Handover	Handover documentation is completed where required and restrictions are communicated.	☐	☐	☐	

STOP USE: Do not green tag if any serious defect is present

Final sign-off decision

- Unstable foundation, missing base plates or major settlement
- Missing guardrails, toe boards, platforms, bracing or ties where required
- Unsafe access, overloaded platforms or falling-object risk
- Damaged components, unauthorised modification or unclear scaffold status
- Missing tag, weak register entry or no handover evidence

☐ Safe to use / green tag approved under stated conditions

☐ Not safe for use - restrict access and correct defects

☐ Restricted use only - limitations communicated

☐ Re-inspection required before use

Inspector signature: _____

Supervisor / receiver: _____

Corrective action owner: _____

Re-inspection date/time: _____

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

This printable pre-sign-off checklist is a practical aid for scaffold inspection discipline. If you are expected to inspect, green tag, sign scaffold registers or support handover, you need training, judgment and role clarity - not only a checklist.

Recommended Swift Skills Academy 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 or ask before you sign

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Quick Reference: Which Training Fits Which Role?

Site role	Likely training direction	Why it matters
Worker using scaffold access	Working at Heights / site-specific user awareness	Supports fall-risk awareness and safe access behaviour
Worker erecting, using and dismantling scaffolding	Scaffold Erector training - SAQA 263245	Matches erection, use and dismantling duties
Person inspecting, green tagging or handing over scaffolding	Scaffold Inspector training - SAQA 263205	Matches inspection, register and handover responsibility
Supervisor / Safety Officer	Role-based combination	Helps control evidence, registers and site readiness

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 downloadable checklist