Scaffold inspection checklist

A starting point for inspecting supported scaffolds in Australia, with supplementary checks for loading platforms, B-Class hoarding and mobile towers. Use it with the site-specific design, manufacturer instructions and local requirements. It is not a complete checklist for suspended, hung, spur or cantilevered scaffolds.

SCAFFOLD AND INSPECTION DETAILS

Record no.	Scaffold / tag ID	Inspection date and time
Project / site name	Site address	
Client / principal contractor	Scaffold supplier / contractor	
Scaffold type and system	Location / area inspected	
Intended use	Inspection reason: handover / routine / change / other	
Duty classification and load limits	Maximum loaded decks / bays	
Number of working decks	Top platform height	Access arrangement
Design / drawing reference and revision	Manufacturer instructions / reference	
Handover certificate reference	Plant design registration no. (where applicable)	
Restrictions, excluded areas and additional site-specific checks (attach sheets if needed)		

HOW TO COMPLETE THE RECORD

1. Identify the scaffold, inspection scope and reference documents before starting. Add site-specific checks where needed.
2. Mark one response for each check: Yes if verified, No if not satisfied or unable to verify, or N/A if it does not apply. Explain N/A responses and unverified checks in the notes.
3. Record every No response and unverified item in the findings register. Assess the risk, control access where necessary, and arrange corrective work through competent, appropriately licensed people.
4. Where a defect creates a risk to health or safety, prevent use until corrective work and a competent person's reinspection are complete. Record the outcome and communicate restrictions to the site team.

Keep this record with the relevant design, handover and follow-up records.

References: SWA inspection guide (2014), Appendices A/B; WorkSafe Victoria industry standard (2024), Parts 4/8/9.
Full sources: www.scafflinq.com/scaffold-inspection-checklist

Site conditions and foundations

Record no: _____ Scaffold ID: _____ Date: _____

1. General and site conditions		Yes	No	N/A
1.1	Required scaffold identification, load information and access signs are present and legible.	☐	☐	☐
1.2	The scaffold matches the applicable design and manufacturer instructions, including approved alterations.	☐	☐	☐
1.3	Scaffold loads and the number of loaded platforms remain within the documented limits.	☐	☐	☐
1.4	Controls for nearby plant and vehicle movements are in place.	☐	☐	☐
1.5	Electrical hazards are controlled, including required clearances from live services.	☐	☐	☐
1.6	Excess gear is removed or safely stored, and rubbish and loose materials are cleared.	☐	☐	☐
1.7	People below and beside the scaffold are protected from falling objects and unauthorised access.	☐	☐	☐
1.8	Nearby crane and lifting operations are controlled to avoid striking or overloading the scaffold.	☐	☐	☐
1.9	Hazardous substances used or stored near the scaffold have suitable controls.	☐	☐	☐

2. Ground, foundations and bases		Yes	No	N/A
2.1	The supporting surface is firm, stable and prepared to suit the scaffold design.	☐	☐	☐
2.2	The supporting structure remains sound and adequate for the scaffold and other imposed loads.	☐	☐	☐
2.3	Required soleboards are properly positioned, fully supported and secured against displacement.	☐	☐	☐
2.4	Soleboards are serviceable and of the material and size required for the loads.	☐	☐	☐
2.5	Baseplates and adjustable bases are serviceable, correctly seated and within the design limits.	☐	☐	☐
2.6	Excavations, drainage and ground movement have not undermined the scaffold support.	☐	☐	☐

Notes / N/A reasons / site-specific checks (reference item numbers):

Record No responses and unverified checks on page 6. Attach extra sheets or photos as needed.

Structure, ties and containment

Record no: _____ Scaffold ID: _____ Date: _____

3. Ties and anchors		Yes	No	N/A
3.1	Tie locations and spacing match the applicable design or manufacturer instructions.	☐	☐	☐
3.2	Ties, anchors and their connections are secure, sound and free from unauthorised alteration.	☐	☐	☐
3.3	Required anchor testing and verification records are available for the installed arrangement.	☐	☐	☐
3.4	Anti-tamper fittings are installed where specified by the design or site requirements.	☐	☐	☐

4. Structure and components		Yes	No	N/A
4.1	Components are sound, serviceable and suitable for the scaffold system.	☐	☐	☐
4.2	Components, fittings and locking devices are correctly connected, secured and tightened.	☐	☐	☐
4.3	Standards bear firmly on their intended supports.	☐	☐	☐
4.4	The scaffold is stable, with standards plumb or positioned as designed.	☐	☐	☐
4.5	Standard joints are positioned and staggered as required by the scaffold system or design.	☐	☐	☐
4.6	Ledgers and transoms are level or as designed, with the required spacing and connections.	☐	☐	☐
4.7	Required face, plan and other bracing is correctly positioned and secured.	☐	☐	☐
4.8	Hop-ups are correctly supported and installed at the heights specified for the arrangement.	☐	☐	☐
4.9	Tie bars are installed and secured where required by the scaffold system.	☐	☐	☐
4.10	Check couplers are correctly installed wherever required by the design or manufacturer.	☐	☐	☐

5. Mesh and containment sheeting		Yes	No	N/A
	Complete where mesh, sheeting or other attachments are fitted.			
5.1	Mesh or sheeting is securely fixed and provides the required continuous coverage.	☐	☐	☐
5.2	The design allows for wind and other loads from sheeting and attachments, including retained water.	☐	☐	☐
5.3	Sheeting and its joints remain intact, without tears, loose fixings or unintended gaps.	☐	☐	☐

Notes and N/A reasons: use page 6 or an attached sheet, referencing item numbers.

Record No responses and unverified checks on page 6. Attach extra sheets or photos as needed.

Access, edge protection and decks

Record no: _____ Scaffold ID: _____ Date: _____

6. Access and egress		Yes	No	N/A
6.1	Every platform has safe access and egress, with paths clear of obstructions, debris and loose materials.	☐	☐	☐
6.2	Access ladders are suitable, serviceable and correctly positioned and secured.	☐	☐	☐
6.3	Stairs, including stretcher stairs, have the required bolts, connections, landings and handrails.	☐	☐	☐
6.4	Step-ups and step-downs meet the applicable design, access and local requirements.	☐	☐	☐
6.5	Access openings, gates and hatches provide the required fall protection.	☐	☐	☐

7. Edge protection		Yes	No	N/A
7.1	Guardrails and midrails are secure and at the required heights and spacings.	☐	☐	☐
7.2	Toeboards are secure, at the required height and continuous wherever required.	☐	☐	☐
7.3	Exposed edges and platform ends are protected, including at hop-ups and changes in level.	☐	☐	☐
7.4	Gaps between platforms and adjacent structures meet the applicable limits or have suitable protection.	☐	☐	☐

8. Working decks		Yes	No	N/A
8.1	The number and locations of working decks match the intended use and design.	☐	☐	☐
8.2	Decks are at the specified heights, fully decked and without unintended openings.	☐	☐	☐
8.3	Planks, decks and lapboards are serviceable and properly supported.	☐	☐	☐
8.4	Infill boards and lapboards are secured against displacement using the specified method.	☐	☐	☐
8.5	Platform dimensions and load capacity suit the intended work and material handling.	☐	☐	☐

Notes / N/A reasons / site-specific checks (reference item numbers):

Record No responses and unverified checks on page 6. Attach extra sheets or photos as needed.

Supplementary checks

Record no: _____ Scaffold ID: _____ Date: _____

9. Loading platforms		Yes	No	N/A
Supplementary checks where a loading platform is installed.				
9.1	The loading platform matches its approved design, with load limits identified.	☐	☐	☐
9.2	Required double legs, lapboards, plywood and supporting members are correctly fixed.	☐	☐	☐
9.3	Plan and face bracing are fixed in accordance with the platform design.	☐	☐	☐

10. B-Class hoarding		Yes	No	N/A
Supplementary prompts only. Also use the engineered design and a hoarding-specific inspection procedure.				
10.1	B-Class hoarding matches its engineered design and any applicable site approval conditions.	☐	☐	☐
10.2	Required double legs, lapboards, plywood and supporting members are installed and secured.	☐	☐	☐
10.3	Plan and face bracing are installed as specified in the hoarding design.	☐	☐	☐
10.4	Counterweights, where required, match the design and are secured against movement or removal.	☐	☐	☐

11. Mobile towers		Yes	No	N/A
Supplementary checks. Complete the applicable core checks and follow the tower manufacturer's instructions.				
11.1	Tower components are serviceable and suitable for the specified tower system.	☐	☐	☐
11.2	The tower is plumb and level on a supporting surface suited to its loads.	☐	☐	☐
11.3	Required bracing, stabilisers, outriggers or ties match the tower configuration.	☐	☐	☐
11.4	The tower has secure internal ladder access or another manufacturer-approved access system.	☐	☐	☐
11.5	Required guardrails, midrails and toeboards are fitted to the tower platform.	☐	☐	☐
11.6	Castors are secured, their locks work and the wheels are locked while the tower is in use.	☐	☐	☐
11.7	The operating area is clear of unprotected holes, overhead services and other obstructions.	☐	☐	☐

Notes / N/A reasons / site-specific checks (reference item numbers):

Record No responses and unverified checks on page 6. Attach extra sheets or photos as needed.

Findings, actions and inspection outcome

Record no: _____ Scaffold ID: _____ Date: _____

Record each No response or unverified check. Use item numbers and identify the affected location. Duplicate this page or attach continuation sheets for additional findings.

FINDING 1	
Checklist item / location / photo reference	
Finding and immediate controls / access restrictions	
Corrective action	Responsible person / due date
Action completed by / date	Reinspection result / checked by / date

FINDING 2	
Checklist item / location / photo reference	
Finding and immediate controls / access restrictions	
Corrective action	Responsible person / due date
Action completed by / date	Reinspection result / checked by / date

INSPECTION OUTCOME

- ☐ Suitable for the stated use within the recorded limits
- ☐ Not available for use - controls and further action recorded above

Limitations, excluded areas and remaining follow-up		
Inspector name / company	Competency / licence details (where applicable)	
Inspector signature	Date / time	Next planned inspection
Outcome and restrictions communicated to / date / time	Attachments / continuation sheets	

Inspector statement: I have inspected the identified scaffold within the stated scope and recorded my findings and outcome against the listed references. Reinspect after corrective work where required before use resumes. Keep the handover confirmation separately where required.