

## **SUPERVISOR SCAFFOLDING MAINTENANCE AUDIT**

Site Address:

	<b>Audit Item</b>	<b>Notes for Auditor</b>	<b>Compliant Y/N</b>
1	Is the scafftag current?	Check date of last entry. Must be updated at least every 30 days when in use	
2	Are the sole plates in good condition and adequately positioned?	Have any sole plates sunk, moved. Checking for impacts of drains, plumbing etc. scaffold should be centred on the sole plates.	
3	Are there obvious signs of alterations to the scaffold?	One of the key sign here is scaffold items lying loosely on or near the scaffold	
4	Is there sufficient access/egress to all working platforms and correctly installed?	Check for trip hazards, check ladder fixings, and check for removal of stair handrails	
5	Does the Scaffold feel secure?	Carefully walk the scaffold	
6	Are all ledgers still in place?	This is a particularly important item to inspect. Ledgers provide structural integrity. Most often the inside ledgers run parallel with the wall cladding and while they shouldn't, they do get removed for cladding, rendering etc. Removing a ledger may also create a fall gap of greater than 225mm.	
7	Have any scaffold ties been removed?	Check for ties lying on the scaffold deck, on the ground or inside the house. Critical item to check first time you walk the scaffold.	
8	Are all transoms still in place?	Transoms should be visible at least every 2m up the height of the scaffold	
9	Where 2 and 3 board hop up brackets are installed, is the tie bar still in place on each of these bays?	Removing a tie bar that is in the road of the trade is extremely dangerous as the boards will spread.	

	Audit Item	Notes for Auditor	Compliant Y/N
10	Are all handrail / toe boards still in place for all decks above 2.0m?	Carefully walk the deck looking for handrail or toeboards that have been removed. Don't forget to also check internal handrail has not been removed if +225mm gaps. Internal handrails get in the road of trades and tend to get removed and not replaced.	
11	Are all planks still in place and adequately secured?	Carefully walk the scaffold decks looking for boards that may have been removed	
12	Are the scaffold decks clear of material and tripping hazards?		
13	Does the dead load weight of materials on the scaffold exceed the load duty?	Check the scafftag to see what duty load has been signed off. Don't forget to apply your calculation to materials on dedicated loading bays as well.	
14	Has the scaffold been damaged?	Particularly important to check sections where vehicles can access and potentially hit (near driveways)	
15	If winches are being attached to scaffold, has this been cleared with the scaffold company as fit for use?	Dedicated winch bays can be supplied if requested	
16	General Comments		

Inspection completed by: \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

LINC Site Visit Required? : YES/NO (please circle)

Booked Date: \_\_\_/\_\_\_/\_\_\_

