



Scaffold Handover Certificate

Client

Site

Location

Erected by (Name of Scaffolder/Company)

Purpose of Scaffold

Drawing attached Yes No

Detailed description of scaffold

Length.....Mtr	Width.....Mtr	No. Lifts.....	Boarded lifts.....
On Hire Date.....	Off Hire Date.....	TG20/21 Compliant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Method of tying.....	Have ties been tested?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the scaffold been designed to take sheeting/debris netting?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Scaffold Permit Reference if erected on highway/public place			
Scaff Tag <input type="checkbox"/> Yes <input type="checkbox"/> No	Clear-way/safe walkway provided for pedestrians?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all standards and braces on the footpath highlighted in conspicuous colours to a minimum height of 6'6" (2 metres), i.e. painted white, covered in red/white tape, or sleeved in yellow foam?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Are scaffold components and planking in safe condition for use?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a safe way to get on and off the scaffold?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Who will be undertaking weekly scaffold inspection?			
Where will inspection record be held?			

Scaffolder Signature	Print name	Date
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Acceptance on behalf of the client		
Signature	Print name	Date

Scaffold Handover

All Scaffolds should display a “DO NOT USE” notice for restricting access to the scaffold until the scaffold has been inspected and handed over for use.

Note: Once the scaffold has been completed, it should be inspected and handed over in good order, together with any required paperwork such as:

- Scaffold design drawings with calculations and / or TG20 compliance sheets, and / or system scaffolding user manual.
- Tie testing reports etc.

When each scaffold is completed, a competent employee of the Scaffolding Contractor will inspect the scaffold for compliance with regulations, codes of practice and TG20: Compliance Sheet and then complete a Scaffold Handover Certificate.

Scaffold Inspection

It is the scaffold users / hirers responsibility to ensure that all scaffolding has been inspected as follows:

- following installation / before first use.
- at an interval of no more than every 7 days thereafter.
- following any circumstances liable to jeopardise the safety of the installation eg high winds.

All inspections must be recorded in accordance with the Work at Height Regulations 12 & 13 and Schedule 7. The information contained in the scaffolders handover certificate can fulfil the requirements of a ‘First Use Inspection’ as it meets the requirements of Schedule 7 of the Work at Height Regulations.

All scaffolding inspection should be carried out by a competent person whose combination of knowledge, training and experience is appropriate for the type and complexity of the scaffold. Competence may have been assessed under the CISRS or an individual may have received training in inspecting a specific type of system scaffold from a manufacturer/supplier.

A non-scaffolder who has attended a scaffold inspection course (eg a site manager) could be deemed competent to inspect a basic scaffold structure.

The scaffold inspection report should note any defects or matters that could give rise to a risk to health and safety and any corrective actions taken, even when those actions are taken promptly, as this assists with the identification of any recurring problem.

Information to be included in an inspection report:

- The name and address of the person for whom the inspection was carried out
- The location of the inspection
- A description of the scaffold
- The date and time of the inspection
- Details of any matter identified that could give rise to a risk to the health or safety of any person
- Details of any action taken as a result of any matter identified
- Details of any further action considered necessary
- The name and position of the person making the report