

SCAFFOLD HANDOVER AND WEEKLY INSPECTION — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Handover certificate against what is built — TG20 compliance sheet or bespoke design, ties, boards, guardrails, tags · written ins...

KD-QA-SA-001 Rev A0

How this sheet works: the subcontractor ticks and initials each point as the work is checked. ONE named reviewer — the principal contractor's site manager or quality manager — releases every HOLD POINT on this sheet, all the way to completion. The client, contract administrator or clerk of works signs once, at the end. A stack of these signed at a desk is not evidence — every hold point needs a reading, a photo reference and a date. Issue with the activity RAMS.

1 WHERE — A STRANGER MUST BE ABLE TO FIND THIS AREA FROM THIS SHEET IN FIVE YEARS

BLOCK / BUILDING	LEVEL / FLOOR	SCAFFOLD REF / ELEVATION	GRIDLINES	DRAWING AND REVISION
PROJECT / SITE REF	SITE	SPEC CLAUSE / SCHEDULE	SUBCONTRACTOR INSPECTOR	REVIEWER — RELEASES THE HOLD POINTS

2 THE SPECIFIED SYSTEM — FROM THE SPECIFICATION AND THE DRAWINGS, NOT FROM MEMORY

TG20 COMPLIANCE SHEET REF OR BESPOKE DESIGN REF AND REV	LOAD CLASS / DUTY AND PERMITTED LOADING (KN/M²)	TIE PATTERN AND TIE TYPE (FROM THE DESIGN)
SCAFFOLD CONTRACTOR AND SUPERVISOR	SHEETING / NETTING / LOADING BAYS / HOIST? (Y/N AND DESIGN REF)	COMPETENT INSPECTOR (NAME AND COMPETENCE)

3. Handover — the scaffold matches its design

HOLD POINT

Handover certificate issued by the scaffold contractor naming this scaffold, its design reference, its load class and any restrictions; certificate number recorded

TG20 · WAHR 2005

What is built matches the compliance sheet or design — lift heights, bay lengths, board widths, bracing, ledgers and transoms at the stated spacing; every departure is on a revised design or is not present

TG20

Ties of the designed type at the designed pattern, fixed to the structure the design assumes; anchor ties proof-tested to the design load where the design requires and the test record referenced

TG20 · Spec

Double guardrails, toe boards and brick guards or netting on every working lift; gaps at inside boards within the design; access ladders tied and gated

WAHR 2005 · SG4

Foundations — base plates and sole boards on firm ground, standards plumb, no packing beyond the design; loading bays and hoist towers as the design

TG20

Scafftag or equivalent at every access point showing the inspection status and the permitted loading; incomplete parts tagged as not for use and physically barred

WAHR 2005 · Practice

HANDOVER CERTIFICATE REF / DATE	TIE TEST RECORD REF (WHERE REQUIRED)	ACCEPTED FOR USE BY (REVIEWER) / DATE
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RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
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SUB SELF-CHECK — INITIALS	DATE	HOLD RELEASED BY THE REVIEWER — SIGNATURE	TIME	DATE
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4. Written inspection — before first use, every seven days, after alteration or weather

CHECK & RECORD

Inspection carried out by the competent inspector named in section 2 before first use, at intervals not exceeding seven days, and after any alteration, high wind, impact or event likely to affect stability; the written report kept on site

WAHR 2005

Report records the date, the scaffold, its condition, any defect and the action taken; tags updated the same day; a scaffold with a defect affecting safety is tagged out until repaired

WAHR 2005 · PUWER 1998

Alterations made only by the scaffold contractor and recorded against a revised design or compliance sheet; no removed ties, boards or guardrails found on the walk-round

TG20 · SG4

Loading within the class on the tag — no stacked materials beyond the permitted kN/m², no loading on a lift not designed for it

TG20

LAST INSPECTION DATE / REPORT REF	DEFECTS FOUND / ACTION	NEXT INSPECTION DUE
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RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
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SUB SELF-CHECK — INITIALS	DATE
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HOLD POINT

Spec · Practice

TIE HOL E MAKING-GOOD PHOTO REES

Date/time on photo

DATE _____

A snag is a defect the trade puts right and someone else re-checks. Anything that fails an acceptance criterion outright, or cannot be fixed in the area, is a non-conformance and goes in the next section instead.

[illegible]

WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION: WHERE: EXTENT

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

FIXED BY / DATE

RE-INSPECTED BY (NOT THE FIXER) / DATE

PHOTO REF(S)

NCR 2 — REFERENCE	POINT	OWNER (NAMED PERSON)	DUE	STATUS
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WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION: WHERE: EXTENT

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

FIXED BY / DATE

RE-INSPECTED BY (NOT THE FIXER) / DATE

PHOTO REF(S)

NCR 3 — REFERENCE POINT OWNER (NAMED PERSON) DUE STATUS

WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION; WHERE; EXTENT

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

FIXED BY / DATE

RE-INSPECTED BY (NOT THE FIXER) / DATE

PHOTO REF(S)

8 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

PHOTO REF	POINT	WHAT IT SHOWS (LOCATION, ELEMENT, READING VISIBLE)	DATE / TIME	TAKEN BY

9 NOTES FOR THIS AREA

ANYTHING THE NEXT PERSON NEEDS TO KNOW — AGREEMENTS, DEVIATIONS FROM THE SPECIFICATION, ACCESS LIMITS, ITEMS CARRIED TO THE NEXT VISIT

10 RELEASE

The reviewer confirms every hold point on this sheet was released and every snag and non-conformance is closed; the client, contract administrator or clerk of works then signs once. This sheet goes in the handover file with the photos it references.

Subcontractor — work complete and self-checked:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

Reviewer — all hold points released, all snags and non-conformances closed:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

Client / contract administrator / clerk of works — final sign-off:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-08-29	first-issue	First issue.	— not yet approved —
A0	2026-08-29	review	Approved for issue by the author. Content unchanged from the draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.