SWIFT SKILLS ACADEMY

2026 EDITION

FIELD-READY / PRINT + FILL

SCAFFOLD INSPECTION & HANDOVER

EMPLOYER TOOLKIT

A practical South African workbook for inspection preparation, competent-person evidence, defect control, handover and re-inspection.

14 PAGES | DIGITALLY FILLABLE

PRINT-READY CHECKLISTS + REGISTERS

SANS 10085-1:2026 / ED. 2.01

CONSTRUCTION REGULATION 16 / SAQA 263205

ISSUED 25 NOVEMBER 2026 | VERSION 3.0

Original employer resource - not the copyrighted SANS standard, a compliance certificate or an authorisation to place a scaffold into service.

THE FIVE-MINUTE SITE TRIAGE

Find the critical gaps before reviewing each scaffold.

FAST-START READINESS CHECK

Tick one outcome for each question. Anything uncertain must be investigated and controlled.

	CHECKPOINT / EVIDENCE TO REVIEW	OK	ACTION	N/A
01	Is a competent person appointed in writing to supervise scaffolding operations?	☐	☐	☐
02	Are erectors, team leaders and inspectors demonstrably competent for their roles?	☐	☐	☐
03	Are current drawings, specifications and limitations available where required?	☐	☐	☐
04	Can this scaffold be clearly identified and matched to its inspection record?	☐	☐	☐
05	Have damage, alterations, loading changes and weather-related concerns been checked?	☐	☐	☐
06	Are foundations, ties, bracing, connections and stability accounted for?	☐	☐	☐
07	Are platforms, access and fall-protection controls fit for intended use?	☐	☐	☐
08	Are defects, restrictions and corrective actions recorded and communicated?	☐	☐	☐
09	Is the current inspection / handover decision clearly recorded by an authorised person?	☐	☐	☐
10	Are rescue, emergency and access restrictions addressed for the actual work?	☐	☐	☐

STOP-USE / ESCALATE TRIGGERS

Unstable or visibly damaged scaffold; missing critical bracing/ties; unsafe access; unprotected openings; uncontrolled loading or alteration; or an unresolved significant defect. Restrict access, inform the responsible competent person and record the action. Do not treat a coloured tag as proof of safety.

FIELD RULE A completed tick-box sheet is evidence of review - not permission to use the scaffold.

SCAFFOLD ID & ASSET REGISTER

One scaffold, one clear identity, traceable records.

PROJECT IDENTIFICATION

Complete this once per project and update each individual scaffold record.

PROJECT / CONTRACT

SITE / AREA

PRINCIPAL CONTRACTOR / CLIENT

SCAFFOLDING CONTRACTOR

APPOINTED SCAFFOLDING SUPERVISOR

PROJECT REFERENCE / CONTACT

ASSET CONTROL | Assign a unique scaffold ID and record its exact location, configuration, responsible custodian and the latest verified inspection status. Duplicate IDs or ambiguous locations create handover risks.

SCAFFOLD ASSET LIST

SCAFFOLD ID	LOCATION / AREA	TYPE / PURPOSE	LATEST STATUS

FILE TOGETHER: drawings/specifications, appointments, inspections, defect logs, handover and restrictions

PRE-INSPECTION DOCUMENT CONTROL

Check evidence before inspecting physical components.

DOCUMENTS AND PRE-START READINESS

Inspection prompts - determine the applicable evidence for this scaffold and site.

	CHECKPOINT / EVIDENCE TO REVIEW	OK	ACTION	N/A
01	Scaffold ID, location and intended use are confirmed.	☐	☐	☐
02	Latest scaffold drawing / design reference is available where applicable.	☐	☐	☐
03	Current manufacturer or system instructions are accessible where relevant.	☐	☐	☐
04	Competent supervisor has a current written appointment.	☐	☐	☐
05	Inspector identity and scope of competence are verified.	☐	☐	☐
06	Erection team / team-leader competence records are available.	☐	☐	☐
07	Last inspection, handover and restriction records are reviewed.	☐	☐	☐
08	Any modification, damage or adverse-event reports are obtained.	☐	☐	☐
09	Intended users, maximum loads and prohibited uses are understood.	☐	☐	☐
10	Access to any affected work zone is controlled.	☐	☐	☐
11	Applicable work-at-height risk assessment is available.	☐	☐	☐
12	Site emergency and rescue arrangements have been reviewed.	☐	☐	☐
13	Known adjacent hazards, services and interfaces are considered.	☐	☐	☐
14	Outstanding defects and corrective actions are checked.	☐	☐	☐
15	Inspection type, acceptance authority and reporting route are confirmed.	☐	☐	☐

DOCUMENTS / MISSING EVIDENCE

INSPECTION A / STRUCTURE

Foundations, members, connections and stability checks.

STRUCTURAL CONDITION PROMPTS

Record the observed outcome, not an assumption. Refer doubtful conditions to the competent person.

	CHECKPOINT / EVIDENCE TO REVIEW	OK	ACTION	N/A
01	Ground support, bearing conditions and settlement are considered.	☐	☐	☐
02	Foundation / sole-board arrangements appear suitable to the design.	☐	☐	☐
03	Base plates, jacks and bearing contact are visually checked.	☐	☐	☐
04	Access scaffold is plumb / aligned without unexplained distortion.	☐	☐	☐
05	Standards or verticals show no obvious damage or unauthorised change.	☐	☐	☐
06	Ledgers and transoms appear correctly installed and secured.	☐	☐	☐
07	Bracing arrangements match the applicable design/system requirements.	☐	☐	☐
08	Ties / anchors are present and show no obvious damage or loss.	☐	☐	☐
09	Couplers, wedges, pins and locking mechanisms are secure.	☐	☐	☐
10	Components show no obvious cracks, corrosion or deformation.	☐	☐	☐
11	Connections between scaffold and structure have been reviewed.	☐	☐	☐
12	Configuration and bay arrangements agree with the design reference.	☐	☐	☐
13	No temporary removal of a structural component is unaccounted for.	☐	☐	☐
14	Interfaces with adjacent structures / traffic have been reviewed.	☐	☐	☐
15	Potential undermining, excavation or ground changes have been checked.	☐	☐	☐

STRUCTURAL OBSERVATIONS / PHOTO REFERENCES

INSPECTION B / ACCESS

Platforms, edge protection and safe entry/egress.

WORKING PLATFORMS AND PROTECTION PROMPTS

These prompts are not a substitute for design dimensions or technical acceptance criteria.

	CHECKPOINT / EVIDENCE TO REVIEW	OK	ACTION	N/A
01	Platforms are complete and securely supported for intended work.	☐	☐	☐
02	Decking / planks have no obvious damage or dangerous gaps.	☐	☐	☐
03	Guardrail systems are installed where required for the work.	☐	☐	☐
04	Midrails / intermediate protection are in place where required.	☐	☐	☐
05	Toe boards / material-retention controls are appropriate.	☐	☐	☐
06	Open edges, penetrations and changes in level are protected.	☐	☐	☐
07	Ladders, gates, stairs and access systems are secured.	☐	☐	☐
08	Entry and exit routes are clear and adequately identified.	☐	☐	☐
09	Access does not rely on prohibited climbing of braces or frames.	☐	☐	☐
10	Platform transitions and working clearances have been reviewed.	☐	☐	☐
11	Trip hazards, loose materials and unprotected openings are controlled.	☐	☐	☐
12	Public / third-party access to the scaffold is controlled.	☐	☐	☐
13	Falling-object and exclusion-zone controls are appropriate.	☐	☐	☐
14	Working-at-height controls match the work activity and conditions.	☐	☐	☐
15	Displayed restrictions are visible to affected users.	☐	☐	☐

ACCESS / GUARDING DEFECTS & RESTRICTIONS

INSPECTION C / CHANGES

Loading, use, environment, alteration and tagging.

CONDITIONS THAT CHANGE THE INSPECTION DECISION

Pay particular attention to changes since the last documented inspection.

	CHECKPOINT / EVIDENCE TO REVIEW	OK	ACTION	N/A
01	The scaffold is used only for its documented intended purpose.	☐	☐	☐
02	Materials / users / equipment are within authorised load limitations.	☐	☐	☐
03	No unauthorised loading, sheeting or attachments are evident.	☐	☐	☐
04	No unapproved adjustment, alteration or removal is evident.	☐	☐	☐
05	Any post-handover modification is documented for reassessment.	☐	☐	☐
06	Incident / impact / adverse weather concerns were escalated.	☐	☐	☐
07	Wind, weather and exposure conditions were considered for use.	☐	☐	☐
08	Electrical / overhead services and nearby moving plant are controlled.	☐	☐	☐
09	No suspicious movement, distortion or new settlement is evident.	☐	☐	☐
10	Current tag / status display matches the recorded decision.	☐	☐	☐
11	Outstanding defects and use restrictions are communicated.	☐	☐	☐
12	The scaffold access arrangement remains clear for evacuation.	☐	☐	☐
13	Fire, hot work or material hazards nearby have been considered.	☐	☐	☐
14	Inspection frequency and trigger events match the site risk plan.	☐	☐	☐
15	New hazards identified during the inspection have an owner.	☐	☐	☐

CHANGE / WEATHER / LOAD OBSERVATIONS

COMPETENCE & APPOINTMENTS

Check that each role has its own evidence - not one generic certificate.

ROLE-SPECIFIC COMPETENCE EVIDENCE

Complete the names and verify qualifications, experience, authorisations and appointment scope.

ROLE / EVIDENCE TO VERIFY	PERSON / REF	EXPIRY / REVIEW
SCAFFOLD SUPERVISOR Written appointment / supervision competence		
EVIDENCE ID / RECORD		
SCAFFOLD ERECTOR Erection, use and dismantling competence		
EVIDENCE ID / RECORD		
SCAFFOLD TEAM LEADER Leading the relevant erection team		
EVIDENCE ID / RECORD		
SCAFFOLD INSPECTOR Inspection, findings and handover competence		
EVIDENCE ID / RECORD		
SITE / EMPLOYER CONTACT Receives handover, restrictions and corrective actions		
EVIDENCE ID / RECORD		

SAQA TRANSITION: VERIFY BEFORE BOOKING

SAQA Unit Standard 263205 (Inspect access scaffolding) is a legacy NQF Level 4, 6-credit standard. Official record views have displayed different transition dates. Confirm the provider-specific learning, assessment, accreditation and certification route in writing.

INSPECTION DECISION

Record the decision, restrictions, handover and evidence.

SCAFFOLD IDENTIFICATION AND INSPECTION TRIGGER

Complete these fields only as an appropriately authorised/competent person.

PROJECT / SITE

SCAFFOLD ID / EXACT LOCATION

INSPECTION DATE & TIME

DESIGN / CONFIGURATION REFERENCE

INSPECTION EVENT / TICK APPLICABLE

- ☐ Initial / handover
- ☐ Scheduled review
- ☐ After alteration
- ☐ After damage / event

OUTCOME / RECORD ONE DECISION

- ☐ Suitable for authorised use
- ☐ Restricted - conditions apply
- ☐ UNSAFE - do not use

RESTRICTIONS / CORRECTIVE ACTION REFERENCE

INSPECTOR NAME / COMPETENCY REFERENCE

INSPECTOR SIGNATURE / CONFIRMATION (TYPED)

HANDOVER RECEIVED BY / ROLE

HANDOVER DATE / TIME

IMPORTANT: Typed names here record information only; they are not cryptographic digital signatures. Use the organisation's approved sign-off and handover process before relying on this record.

DEFECT & ACTION REGISTER

Make every observed hazard traceable to closure.

CORRECTIVE-ACTION TRACKING

Use a unique defect ID. Repeat this form or attach additional pages as necessary.

REF / DATE	DEFECT / LOCATION	IMMEDIATE CONTROL	OWNER / DUE
ID / DATE			
ID / DATE			
ID / DATE			
ID / DATE			
ID / DATE			
ID / DATE			
ID / DATE			

CLOSE-OUT STATUS

- ☐ Open / access controlled
- ☐ Work completed
- ☐ Re-inspected
- ☐ Closed / communicated

RE-INSPECTION & CLOSE-OUT

Do not treat completed repairs as automatic permission to resume use.

DEFECT CLOSE-OUT SEQUENCE

Record and verify actual corrective action before changing scaffold status.

01 CONTROL

Restrict use as required, warn affected users and record the defect.

02 ASSIGN

Name the responsible person and confirm the rectification scope.

03 REPAIR

Record corrective work and relevant design/system approval.

04 RE-INSPECT

Competent inspector reassesses the affected scaffold and interfaces.

05 COMMUNICATE

Record the new decision, update status and hand over restrictions.

CLOSE-OUT RECORD

DEFECT ID / SCAFFOLD ID

VERIFIED REINSPECTION DATE

INSPECTOR / RECORD REFERENCE

STATUS COMMUNICATED TO

EMERGENCY & CHANGE READINESS

Test that the team has a response plan - before anything goes wrong.

EMERGENCY PLANNING AND CHANGE TRIGGERS

Adapt these prompts to the site risk assessment and the applicable licensed standard.

	CHECKPOINT / EVIDENCE TO REVIEW	OK	ACTION	N/A
01	Site emergency contact and escalation route are accessible.	☐	☐	☐
02	Work at height rescue arrangements address the actual access method.	☐	☐	☐
03	Rescue responsibilities are assigned to suitable personnel.	☐	☐	☐
04	Equipment, access and time-critical arrangements have been considered.	☐	☐	☐
05	Evacuation routes, landing areas and exclusion zones remain clear.	☐	☐	☐
06	An alteration triggers competent review before continued use.	☐	☐	☐
07	Weather or impact damage triggers reassessment as appropriate.	☐	☐	☐
08	Load / configuration changes are reviewed against authorised design.	☐	☐	☐
09	Missing ties, bracing or critical components trigger restriction.	☐	☐	☐
10	Known nearby electrical / overhead hazards have been addressed.	☐	☐	☐
11	Workers understand how to report and isolate defects.	☐	☐	☐
12	Updated scaffold status is communicated across affected shifts.	☐	☐	☐
13	Incident / near-miss findings feed into reinspection and risk review.	☐	☐	☐
14	Equipment, drawings and evidence records can be found when needed.	☐	☐	☐

EMERGENCY CONTACTS / RESCUE EVIDENCE / TRIGGER ACTIONS

2026 STANDARDS UPDATE

The authoritative edition note that keeps this toolkit current.

WHAT ACTUALLY CHANGED ON RECORD?

Source date: Government Gazette No. 55525, 9 October 2026, printed page 40.

SANS 10085-1:2026 / EDITION 2.01

The official standards notice lists this as an AMENDED STANDARD for steel access scaffolding and working platforms, following the 2024 edition. This is not a copy of the standard.

AMENDMENT SUBJECTS LISTED IN THE OFFICIAL GAZETTE

- Title and definition updates
- Foundation-related table
- Reference to emergency procedures
- Example figure for an independent scaffold
- Scaffold design and component provisions
- Tubular steel independent tube-and-fitting erection and dismantling
- System-type tower scaffold erection/dismantling; ramps and tools

WHAT THE GAZETTE DOES NOT DO

The Gazette summary does not provide full technical dimensions, design calculations, inspection frequencies, load capacities or acceptance criteria. Do not invent these from a short notice. Obtain the current licensed standard and applicable approved design before making technical compliance decisions.

LEGAL FRAMEWORK / CONSTRUCTION REGULATION 16

The Construction Regulations 2014 require a contractor to appoint a competent person in writing to supervise scaffolding operations and ensure erectors, team leaders and inspectors are competent. They also address compliance with standards incorporated for access scaffolding. Verify the current operative requirements for the project.

SAQA LEGACY ROUTES

SAQA 263205: Inspect access scaffolding (NQF 4, 6 credits). Registration end: 30 June 2023. Public records have differed on transition dates. Confirm the provider, enrolment, assessment and certification pathway in writing.

OFFICIAL GAZETTE 55525 - VIEW NOTICE

READ CONSTRUCTION REGULATION 16

MANAGER ACTION PLAN

Convert inspection findings into a controlled next step.

FIVE ACTIONS TO ASSIGN THIS WEEK

Prioritise the most consequential control gaps. Record owners and deadlines.

ACTION / CONTROL GAP	OWNER	DUE

NEED THE RIGHT SCAFFOLD TRAINING?

Scaffold Inspector, Scaffold Erector and workplace group training are different routes. Match the learning pathway to the actual role and confirm current accreditation and assessment details before booking.

SCAN FOR INSPECTOR COURSE

SCAFFOLD INSPECTOR COURSE

SCAFFOLD ERECTOR COURSE

REQUEST EMPLOYER TRAINING

READ THE LATEST SANS GUIDE

OFFICIAL REFERENCE LINKS GAZETTE 2026 REGULATION 16 SAQA 263205