**Tower Scaffold Site Inspection Checklist**

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| **WAH Regulations 12(7)** |
| These regulations require that a Mobile Access Tower be inspected and approved by a competent person and within 24 hours a report thereof be provided to the person on whose behalf the inspection was carried out.  It is also required that a tag system be attached to the tower recording that an inspection has taken place and that there is an inspection checklist in existence. |

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| **The timing of inspections** | |
| This checklist refers to one off the following timings (please tick as appropriate) | |
| 1. When the tower has been built and taken into use for the first time |  |
| 1. After any substantial addition, dismantling or other alteration |  |
| 1. After any event likely to have affected it strength or stability |  |
| 1. At regular intervals NOT exceeding 7 days |  |

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| **Details of the competent person making this inspection** | | | | | |
| Name |  | | PASMA No. |  | |
| Date of the inspection |  | | Time |  | |
| **Person to whom this inspection was carried out** | | | | | |
| Name |  | | Organisation |  | |
| **Description of the tower** | | | | | |
| Double/single width |  | Height |  | Mobile |  |
| Static |  |
| Tower Manufacturer |  | | Type | Aluminium |  |
| GRP |  |
| Location of tower at time of inspection | | |  | | |

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| **The following items to be checked** | **Yes** | **No** |
| 1. Do you have a copy of the manufacturers instruction manual (MIM) to enable you check the tower? |  |  |
| 1. Does a risk assessment for the tower exist? |  |  |
| 1. Check that the environment has no detrimental affect on the safe use of the tower. |  |  |
| 1. Are the castors or base plates fully in contact with the ground and bearing their share of the weight of the tower and that all 4 brakes are applied? |  |  |
| 1. Are the adjustable legs only being used to level the tower and not for gaining height? |  |  |
| 1. Is a tower level in all planes? |  |  |
| 1. Is the tower built on firm and stable ground? |  |  |
| 1. Are stabilisers fitted and are they the correct size for the height of the tower? |  |  |
| 1. Check that the feet are fully in contact with the ground, and wing nuts are tight. |  |  |
| 1. Check that the foot of the stabilisers are positioned to form a squire. |  |  |
| 1. Is the bracing pattern used, in accordance with the manufacturer’s instructions? |  |  |
| 1. Check that all the hooks on the braces are fully engaged. |  |  |
| 1. Check that all the handrails and mid guardrails are fitted in the correct positions. |  |  |
| 1. Check that the interlocking devise, locking frames together are engaged. |  |  |
| 1. Check that all platforms are in the correct position on the tower. |  |  |
| 1. Check that the trap door opens to the outboard side of the tower. |  |  |
| 1. Check that, if the tower is single width that all platforms have trap doors. |  |  |
| 1. If wind locks are fitted to platform, check they are engaged. |  |  |
| 1. Are toe boards fitted to the working platform, or any platform with gear stowed? |  |  |
| 1. If the tower has been tied in check that the method is adequate and at the correct intervals in accordance with the MIM. |  |  |

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| **Inspection completed – sign off** | | | |
| I have inspected the tower, which is identified with the reference no.      , and has attached/updated the tower tag which bears the same reference no. | | | |
| Signature of inspector | |  | |
| Name in block capitals |  | Date |  |
| Signature of the person on whose behalf this inspection was carried out as proof of receipt | |  | |
| Name in block capitals |  | Date |  |