**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 |       |