

Mobile Scaffold Assembly Verification Form

Project Name

Location

Date

Scaffold Tag Number

Person Assembling Scaffold

Competent Person Verification

Scaffold Assembly Checklist

☐ Base plates or castors installed and locked ☐ Scaffold is plumb and level ☐ Bracing installed correctly and secure ☐ Safe access provided (ladder or stairs) ☐ Platform boards fully decked and secure ☐ Guardrails and toe boards installed ☐ Outriggers/falling prevention measures used as required ☐ Safe working load clearly stated ☐ Scaffold free from defects ☐ Work area around scaffold is clear

Comments/Notes

Assembled by (Name & Signature)

Date

Verified by (Name & Signature)

Date