

Form Number LLCF-062	Issue Date 03/17/16	Revision Date 01/15/25	Form Number LLCF-062
	Scaffold User Checklist		

Customer Name:		Scaffold Location:			
Completed By:		Date:		Time:	
Safety Checks			Yes	No	Comments
Scaffold components, planking/decking in good condition? Planks graded for scaffold?					
All scaffold components in place and no defects?					
Competent person in charge of erection/inspection?					
Mud Sills properly placed and adequate sized when required?					
Screw jacks being used to level and plumb scaffold when required?					
Base plates and/or screw jacks in firm contact with mudsills and frame?					
Scaffold is level and plumb?					
Scaffold legs braced, with braces properly attached?					
Guard railing in place on all open sides and ends?					
Visual check to verify clamps secured in place?					
Scaffold secured to structure to prevent movement?					
Brackets, tube and clamp, and accessories properly placed with locking mechanism functioning correctly?					
Area around scaffold has been secured/roped off?					
Planks have minimum 12" overlap and extend 6" beyond supports?					
Toe boards properly installed when required?					
Proper access to get on and off the scaffold? Ladder secured in place?					
Scaffold control tag has been signed and approved for use?					
Prior to taking down scaffold, confirm all locking pins/mechanisms are secured correctly.					
If inspection reveals scaffold is unsafe to use, has "Do Not Use" tag been placed at all access points?					

Signature: _____ Date: _____