

### 1. INTRODUCTION TO USING A HANDOVER CERTIFICATE FOR COMPLETED SCAFFOLDS

Whilst there is no statutory requirement for a scaffold contractor to issue a handover certificate, clients may, in their own interest, require that the scaffold contractor does issue one. Once the scaffold contractor has completed the erection of a scaffold and it has been inspected by a competent person, it is recommended that the scaffold contractor issues a handover certificate to their client. This will advise the client that, at the time of the handover, the scaffold had been built to their specification, had been left in a condition suitable to perform the duty for which it was intended and it complied with the requirements of statutory regulations and any local authority requirements, was structurally sound and in a condition that was safe for use.

Handover Certificates should refer to any relevant drawings, intended and actual loadings on scaffolds, permitted working platform loadings and any specific restrictions on its use. It also demonstrates that the client has accepted that the scaffold is fit for purpose and has acknowledged their responsibility to inspect and maintain the scaffold, and to follow any loading limitations and any restrictions for its use etc.

### 2. SCAFFOLD INSPECTION AND HANDOVER – GENERAL

All scaffolding inspection should be carried out by a competent person whose combination of knowledge, training and experience is appropriate to the type and complexity of the scaffold they are inspecting. Competence may have been assessed under The Construction Industry Scaffolders Registration Scheme (CISRS) or the individual may be suitably experienced in scaffolding work and have received additional training from a recognised manufacturer/supplier scheme for the specific configuration they are inspecting. Refer to UKCG Scaffold Specification 2011.

All working platforms and edge protection should be inspected:

- Before being used for the first time
- Following significant alteration
- At least every seven days from the date of the last inspection.
- Following adverse weather or any event likely to have affected its strength or stability.

All inspections must be recorded in accordance with the Work at Height Regulations 12 & 13 and Schedule 7.

The information contained in the scaffolders handover certificate can fulfil the requirements of a 'First Use Inspection' as it meets the requirements of Schedule 7 of the Work at Height Regulations.

If anchors are used, they are to be installed and tested by a competent person, and a report recording the results kept on appropriate documentation – Refer to TG4 Anchorage Systems for Scaffolding.

Inspection of scaffold structures erected to engineering drawings, require an inspection and handover by a competent person.

### 3. CUSTOMER USE OF A SCAFFOLD

Once the scaffold structure has been inspected and handed over to the client it is the responsibility of the client to ensure that mandatory inspections are performed in accordance with the Work at Height Regulations 2005. It is the duty of the user (the client) to ensure that the scaffold structure is used and maintained in a safe manner.

#### New NASC Handover Certificates

**NASC**  
NATIONAL ACCESS & SCAFFOLDING  
CONFEDERATION

**SCAFFOLDING -  
INITIAL INSPECTION AT HANDOVER**

**NOTE: IMPORTANT SAFETY INFORMATION ON THE  
REVERSE OF THIS CERTIFICATE.**

Name of client, date & time of handover →

Description of scaffold or section of scaffold handed over. Include drawing reference where applicable →

Complete type of duty and load capacity. eg General Purpose  
1 working lift @ 2kN/m<sup>2</sup>  
1 working lift @ 1kN/m<sup>2</sup> →

Give details of any non-Compliance →

Sign the certificate on behalf of the company. The client should sign for acceptance. If the client is not available, the supervisor should email / fax a copy to the clients office →

Client Name/Address: ..... Date: ..... Time: .....

Location: ..... Description of section handed over: .....

Drawing No./Design Standard: ..... Method of tying: .....

Have ties been tested? ☐ YES ☐ NO ☐ N/A

The scaffolding as described above has now been completed in accordance with client requirements. It is structurally sound and should only be used and loaded in accordance with this Handover Certificate.

Loading to be: ..... Working Lifts @ ..... kN/m<sup>2</sup> and ..... Working Lifts @ ..... kN/m<sup>2</sup>  
Inside boards ..... kN/m<sup>2</sup>

Have the detailed requirements of the Work at Height Regulations 2005 and any other relevant legislation been complied with. ☐ YES ☐ NO

The reason for the non-compliance is:

Details of any further action considered necessary: ☐ YES ☐ NO

Has the Scaffold has been designed to take sheeting/debris netting (or other windsails). ☐ YES ☐ NO

Signature on behalf of Scaffold Contractor: ..... Print Name: ..... Date: .....

Name of Scaffold Contractor/Depot: ..... Signature or receipt on behalf of the Client/Contractor: ..... Print Name: ..... Date: .....

and/or Certificate despatched to Client/Contractor by post/fax/email: ..... Date: .....

### 4. PRIOR TO DISMANTLE

Before dismantling a scaffold structure, which has previously been handed over to the user (client), the structure should be thoroughly inspected to identify any defect likely to cause a potential safety risk to workers undertaking the dismantling. Any defects must be rectified before dismantling commences.

*Whilst every effort has been made to provide reliable and accurate information, we would welcome any corrections to information provided by the Writer which may not be entirely accurate, therefore and for this reason, the NASC or indeed the Writer, cannot accept responsibility for any misinformation posted.*