

Scaffold Handover Certificate

Company name:	<input type="text"/>	Date:	<input type="text"/>	JSA No.:	<input type="text"/>
Site name:	<input type="text"/>	Permit to work requirement:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Contractor:	<input type="text"/>	Approved by:	<input type="text"/>		
Activity:	<input type="text"/>				

Checklist

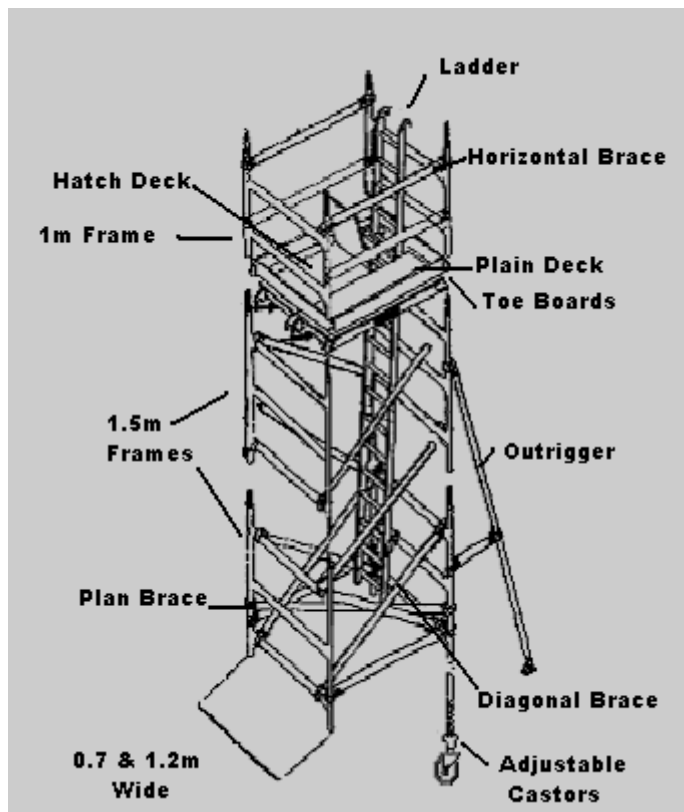
1. Has the purpose of the scaffold been clarified?
2. Has the scaffolding supplier been advised of the scaffold's intended use?
3. Will the scaffold be erected, altered and dismantled by an appropriately certificated scaffolder?
4. Has the scaffold erector inspected the bracket scaffold?
5. Has the scaffold erector supplied a handover certificate for the bracket scaffold if over 4 meters?
6. Has a regular inspection regime for bracket scaffolds been implemented (minimum monthly)?
7. Have users of the scaffold been instructed in its safe use?

I certify that this scaffold has been erected in accordance with AS/NZS 4576: Guidelines for Scaffolding and that it is safe to use in accordance with the information supplied to me.

Signed: _____

Date: _____

Scaffold Set-up Guide



Advance Scaffold Vic. offers a comprehensive range of scaffolding for all your access needs whether it is for handyman or building use.

The scaffolding is available in many different width types, from 0.7 to 2.4, with lengths varying from 1.2 x 3.0m. All double width towers can be erected up to 3 times the minimum base width without using outriggers.

IMPORTANT SAFETY GUIDELINES

1. All Scaffolds over 4m must be erected by authorised ticketed scaffold persons.
2. Outriggers must always be used when exceeding 3 times the least base width.
3. Towers must never be positioned within 4.6m of electrical power lines.
4. Never move the tower while people are working on the scaffold.
5. Take caution when moving the scaffold at all times.
6. Always lock the wheels when the tower is in use.
7. Do not use tower in rainy or blustery conditions.
8. Always climb the tower from the inside using the ladder.
9. If in doubt contact Advance Scaffold Vic.

Your Typical Tower Configuration

<u>Double Width</u>												<u>Components</u>	<u>Single Width</u>					
1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	Height (Meters)	1.5	2	2.5	3	3.5	4
2	4	2	4	6	4	6	8	6	8	10	8	1.5m Frame	2	4	2	4	6	4
2		4	2		4	2		4	2		4	1m Frame	2		4	2		4
4	4	4	4	4	4	4	4	4	4	4	4	Adjustable Castor	4	4	4	4	4	4
4	6	6	6	6	6	6	8	8	8	8	8	Brace Horizontal	4	6	6	6	6	6
4	6	6	8	10	10	12	12	14	16	16	18	Brace Diagonal	2	4	4	4	6	6
1	1	1	1	1	1	1	1	1	1	1	1	Plan Brace	1	1	1	1	1	1
					4	4	4	4	4	4	4	Outrigger 3m	2	2	4	4	4	4
1set	1set	1set	1set	1set	1set	1set	1set	1set	1set	1set	1set	Toe Board set	1set	1set	1set	1set	1set	1set
1	1	1	1	1	1	1	2	2	2	2	2	Plain Deck						
1	1	1	1	1	1	1	1	1	1	1	1	Hatch Deck	1	1	1	1	1	1
1	1	1					2	2	2	1		Ladder 3.0m		1	1			
			1	1							2	Ladder 3.6m				1	1	
					1	1						Ladder 4.8m						1

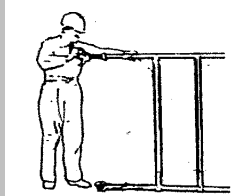
Insul-Con Pty. Ltd. ABN 46 098 619 562

28 Mickle Street, Dandenong, VIC 3175

Phone: 03 9768 2335, Fax: 03 9768 2337

Advance Scaffold Vic. advises that all scaffolds should be erected by at least 2 people.

1. Fit adjustable Castors into the 1.5m Base frames.



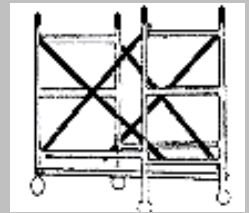
2. Add one horizontal brace to the vertical tube of the frame just above the first rung. Frame is now self-supporting.



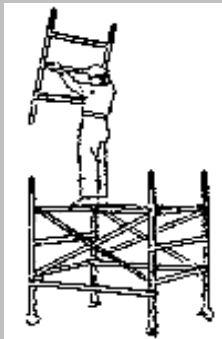
3. Then add the spare end of the brace onto the opposite frame. Repeat this process with your second horizontal brace. The plan brace is then added onto the base unit. The plan brace will run diagonally in a horizontal plane in the base frames (highlighted). This will hold the tower square when erected.



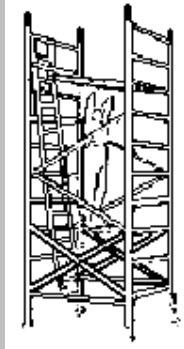
4. Next are the diagonal braces (highlighted). 4 diagonal braces are fitted into the base unit. First clip one end of a diagonal brace onto a base frames bottom rung and onto the top rung of the opposite frame. Repeat this procedure on the other side of the tower and the opposite way with another brace on each side.



5. To make things easier you can then fit a deck on top of your base unit. Your next frame can then be added. Your next step is to then add your diagonal braces, starting from where the previous ones finish. You will only need one diagonal brace each side of the tower as you rise.



6. When fitting your top level deck always ensure it is 2 rungs down from the top rung. Your ladder will then clip onto an appropriate rung (around the second or third last) so that you have easy access to your top working deck.



7. Your handrails are then ready to be added. Your Horizontals will serve as the handrails. They are fitted on the top and middle transom on each side of the top frames. Always ensure your outriggers are fitted when exceeding 3 times the minimum base width. The top and middle outrigger clamps simply clamp onto the up rights of the frame, and are then adjusted with the wing nut to avoid slipping.



Toe Boards are fitted onto the top working deck to prevent slips and tools from spilling off the tower. They are put together as shown.

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