



CONWAY SCAFFCHECK INSPECTIONS

STANDARD OPERATING PROCEDURE (SOP)

For Scaffold Inspection Services

1. PURPOSE

The purpose of this procedure is to define the standard method by which Conway Scaffold Check Inspections undertakes scaffold inspections to ensure:

- Compliance with current legislation and industry standards.
- Consistency and accuracy in reporting.
- Safety for myself and others.
- Efficient delivery of professional reports using modern technology.

2. SCOPE

This procedure applies to all inspection work carried out by Tyrone Conway, including:

- Independent scaffolds
- Birdcage scaffolds
- System scaffolds
- Complex structures and shoring
- Inspections on construction sites, commercial premises and domestic properties.

3. REFERENCE STANDARDS

All work is carried out in accordance with:

- Health & Safety at Work etc. Act 1974
- CDM Regulations 2015
- NASC Technical Guidance TG20:21
- BS EN 12811-1 & BS EN 12811-2

4. RESPONSIBILITY

As the sole operator, Tyrone Conway is responsible for:

- Ensuring I am competent and qualified to carry out the work.

- Ensuring all equipment, PPE and software is fit for purpose.
- Following this procedure on every single job.
- Reporting accurately, honestly and promptly.

5. OPERATING PROCEDURE

STEP 1 – PREPARATION & ARRIVAL

1. Obtain all necessary information prior to arrival:

- Site address and contact details.
- Type of scaffold and location.
- Any specific design drawings or requirements.

2. Arrive on site in correct uniform and PPE.

3. Sign in at reception / site office.

4. Collect any necessary permits or keys.

5. Attend site induction if required.

STEP 2 – PRE-INSPECTION CHECKS

1. Carry out a dynamic risk assessment of the area.
2. Check that access is safe (ladders, towers etc).
3. Ensure the work area is clear of immediate hazards.
4. Ensure equipment is ready:
 - Mobile Device with iAuditor software loaded
 - Inspection tags (Green / Yellow / Red)
 - Tape measure (if required)

STEP 3 – THE INSPECTION PROCESS

I will inspect the scaffold systematically from the ground up:

1. Foundations: Check sole boards, base plates, ground conditions and settlement.
2. Structure: Check standards are vertical, ledgers are horizontal, and all components are correctly fixed and free from damage.
3. Bracing & Ties: Check bracing is correctly installed and ties are present and secure.
4. Working Platforms: Check boards are fully boarded, secure, no gaps, no damage and properly supported.

5. Protection: Check guardrails, mid-rails and toe boards are correctly fitted and complete.
6. Access: Check ladders are secured, extended correctly and safe to use.
7. Compliance: Compare structure against drawings or TG20 tables where applicable.

STEP 4 – DIGITAL REPORTING VIA IAUDITOR

1. All findings are recorded directly on site using the iAuditor platform.
2. This ensures:
 - Consistent, clear and legible reports every time.
 - Photographic evidence can be attached instantly where required.
 - Compliance with checklists and standards is maintained.
 - Reports are time and date stamped for full traceability.
3. Identify any defects or issues directly within the app.

STEP 5 – IDENTIFICATION & TAGGING

1. Upon completion of the digital report:

- GREEN TAG: Scaffold safe and compliant.
- YELLOW TAG: Safe with minor defects or specific restrictions noted in report.
- RED TAG: Dangerous or significantly defective. Site management informed IMMEDIATELY and access restricted.

STEP 6 – HANDOVER & RECORDS

1. Completed reports are generated as PDF documents directly from iAuditor.
2. Reports are emailed or shared with the Client / Site Manager immediately upon completion.
3. All data is securely stored and backed up digitally for future reference or audit purposes.

STEP 7 – COMPLETION

1. Leave area tidy and safe.
2. Sign out of site if required.
3. Update schedule for next inspection.

6. QUALITY ASSURANCE

- I will ensure all work is carried out to the highest professional standards.

- I will keep all software and templates up to date with current legislation.

- This procedure will be reviewed annually.

Signed: _____

Name: Tyrone Conway

Date: 22/04/2026

CONWAY SCAFFCHECK INSPECTIONS

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