

# Handover Certificate

**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 a competent person has inspected it, it is important for them to issue a Handover Certificate to their client. This will advise their client that, at the time of the handover, the scaffold had been built to their specification, it had been left in a condition suitable to perform the duty for which it was intended, 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.

Name of client,  
date & time of  
handover.

Description of  
scaffold or section  
of scaffold handed  
over. Add drawing  
ref. where applicable.

Detail the number and  
type of ties installed  
and tested.

Complete type of duty  
and load capacity.  
e.g. General Purpose  
1 working lift @ 2.0 kN/m<sup>2</sup>  
1 working lift @ 1.0 kN/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 fax a  
copy to the clients office.  
Once complete, the top  
copy is issued to the client  
and the bottom copy is for  
the company supervisor.



## HANDING OVER CERTIFICATE - SCAFFOLDING

Client / Contractor: ..... Date: .....

Site: ..... Time: .....

Description of section handed over: .....

Drawing No: .....  
(where applicable)

Type of ties: ..... No. of ties: ..... No. of ties tested: .....

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 our Quotation No: (.....)

a) Use only for: .....

b) Loading to be: 1 Working Lift @ ..... kN/m<sup>2</sup> and 1 Working Lift @ ..... kN/m<sup>2</sup>  
..... Working Lifts @ ..... kN/m<sup>2</sup>/Lift

The detailed requirement of the Work at Height Regulations 2005 with regard to guardrails - working platforms - toeboards - bracing and ties have been complied with.  YES  NO

Description of any non-compliance with the work at height regulations

In order to comply with Regulation 12 of the Work at Height Regulations 2005, this scaffold must be inspected before first use, every 7 days, and after any event likely to have affected its strength or stability and after any substantial addition, dismantling or other alteration. In order to comply with Regulation 12 (7), particulars of each inspection must be recorded in a Report of Inspection.

It is also the responsibility of every employer under Regulation 3 to ensure that the requirements of the Regulation which apply to their own employees are complied with.

This Scaffold has / has not (delete as appropriate) been designed to take sheeting/debris netting (or other windsails).

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

Name of Scaffold Contractor/Depot: .....

Signature on behalf of the Client/Contractor: ..... Print Name: .....

OR

Certificate despatched to Client/Contractor by post/fax: ..... (date).

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



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