

## Thorough Examination/ Inspection record

### Excavation inspection record

- Start of shift (before work starts)
- After event likely to have affected its strength or stability
- Accidental fall of material, or material dislodged

### Scaffold/ hoist inspection record

- Before first use after assembly/ installation
- After substantial alteration/ extension/ repair (hoist)
- Weekly (scaffold)/ 6 monthly (hoist)

**1. Name & address of relevant contractor for whom inspection was carried out**

**2. Construction site address**

**3. Location and description of the work equipment, or excavation inspected**

**4. Date & time of inspection**

**5. Details of any risks identified**

**6. Can the relevant construction work be continued safely?**

**Yes / No**

**7. If "No", name of person informed (from relevant contractor)**

**8. Details of any action taken as a result of matters identified in 5 above**

**9. Signature & name of person reporting**

**10. Address & position of person reporting**