



HINDUSTAN ZINC
Zinc & Silver of India

Sustainability Framework

SAFETY STANDARD



Scaffolding Standard

Hindustan Zinc Limited



Corporate Standard Rules & Procedure Sub-Committee	Date:	31-07-2025
	Standard Document No.	HZL/SRPSC/02
Standard for Scaffolding	Revision No.	02
	Page No.	Page 2 of 24

Document Control Details

	Issued by	Approved by
Name	Mrs. Anamika Jha Chairman – Scaffolding Risk	Mr C Chandru Chairman - SRP Sub Committee
Sign.		
Next Revision Date – 30.07.2027		

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Corporate Standard Rules & Procedure Sub-Committee	Date:	31-07-2025
	Standard Document No.	HZL/SRPSC/02
Standard for Scaffolding	Revision No.	02
	Page No.	Page 3 of 24

Table of Contents

1	Purpose	4
2	Scope	4
3	References	4
4	Management Responsibilities	5
5	Definitions	5
6	Standards/Guidelines	6
	6.1 General	6
	6.2 Scaffold Material selection	7
	6.3 Erection, dismantlement, movement, and modification, Scaffolding flow Diagram	7
	6.4 Use, Scaffolding Duty	11
	6.5 Storage and inspection of materials, Color Coding	11
	6.6 Annexures	12
7	Management Systems	22
	7.1 Support Resources	22
	7.2 Management Records	22
	7.3 Audit requirements	22
	7.4 Standard renewal process	22
	7.5 Deviation process	23
	7.6 Training and Communications Requirements	23
	7.7 Contact	23
8	Document Control System	23

Corporate Standard Rules & Procedure Sub-Committee	Date:	31-07-2025
	Standard Document No.	HZL/SRPSC/02
Standard for Scaffolding	Revision No.	02
	Page No.	Page 4 of 24

1.0 Purpose

The purpose of this standard is to establish mandatory requirements and advisory guidance for supported and suspended scaffolding used at Zones including Projects. The standard covers only the type of scaffolds that are erected for providing access to people for working at height. This standard should be used in conjunction with local regulations, agreed standards, manufacturers' recommendations, site specific procedures and training programs to help achieve safe scaffold erection and use.

2.0 Scope

The requirements which have been identified here are equally applicable across all Zones of HZL.

Field of application

As per HSE Policy and Safety Principles.

3.0 References

- ☐ Corporate HSE Policy & Principles
- ☐ Corporate Safety Standards
- ☐ Scaffolding Guidance Note
- ☐ Working at Height Standard and Procedure
- ☐ Work Permit /Procedure
- ☐ JSA/HIRA standard and Procedure
- ☐ Confined Space Entry Standard and Procedure
- ☐ Contractor Safety Management System

Corporate Standard Rules & Procedure Sub-Committee	Date:	31-07-2025
	Standard Document No.	HZL/SRPSC/02
Standard for Scaffolding	Revision No.	02
	Page No.	Page 5 of 24

Other references

IS: 3696 (Part 1) – 1987 (Scaffolds) Safety code of scaffolds and ladders

IS: 3696 (Part 2) – 1987 (Ladders) Safety code of scaffolds and ladders

IS: 4014 – 1967 – Code of practice for steel tubular scaffoldings

IS: 3521 – 1999 – Industrial safety belts and harnesses

IS: 2750 – 1964 – Specification for steel Scaffolding

IS: 3629 – 1986 – Specification for structural timber in building

Building and Other Construction Workers'. (Regulation of employment and conditions of service)
 Central Rules, 1998.

4.0 Management Responsibilities

Line management in operating locations and functions has the responsibility to implement this standard.

5.0 Definitions

5.1 Competent person: One who through training and/or experience (a) is knowledgeable of applicable scaffolding regulations; (b) is capable of identifying existing and predictable hazards related to the erection, alteration, dismantlement, storage, and inspection of scaffolding; and (c) has the authority to take prompt corrective actions to eliminate such hazards.

5.2 Fabricated-frame scaffold—a scaffold consisting of a platform(s) supported on fabricated end frames with integral posts, horizontal bearers, and intermediate members (also known as welded-frame scaffold and sectional scaffold).

5.3 Line Management: Managers and supervisors who are in the line of command of a primary function of their organization, business, location or site such as the Site / Location Head or Engineering head or the Head of an operations department or

Corporate Standard Rules & Procedure Sub-Committee	Date:	31-07-2025
	Standard Document No.	HZL/SRPSC/02
Standard for Scaffolding	Revision No.	02
	Page No.	Page 6 of 24

Sectional Head or front line supervisors at a manufacturing site or a Manager / Engineer in the maintenance department at a manufacturing site.

- 5.4 Scaffold—any temporary elevated platform (suspended or supported) and its supporting structure (including points of anchorage) used for supporting workmen, materials, or both.
- 5.5 Supported scaffold—one or more platforms supported by outrigger beams, brackets, poles, legs, uprights, posts, frames, castor wheels, or similar rigid support. Examples include fabricated-frame scaffold, system scaffold, tube-and-coupler scaffold, and manually propelled mobile scaffold.
- 5.6 Suspension (suspended) scaffold—one or more platforms suspended by ropes or other non-rigid means from an overhead structure(s).
- 5.7 System scaffold—a scaffold consisting of posts with fixed connection points that accept runners, bearers, and diagonals that can be interconnected at predetermined levels.
- 5.8 Tube-and-coupler scaffold— A supported or suspended scaffold consisting of a platform(s) supported by tubing, erected with coupling devices connecting uprights, braces, bearers, and runners (also known as tube-and-clamp scaffold).
- 5.9 Scaffolder - A person who through training and/or experience is capable of erecting, moving, modifying and dismantling scaffold. Scaffolder should be trained and certified by OSHA Certified Trainer

6.0 Standards/Guidelines

6.1 General

Sites shall have a procedure for managing scaffolding. This procedure should cover process of scaffold material selection, erection, dismantling, handling, storage, inspection and training.

Corporate Standard Rules & Procedure Sub-Committee	Date:	31-07-2025
	Standard Document No.	HZL/SRPSC/02
Standard for Scaffolding	Revision No.	02
	Page No.	Page 7 of 24

Sites must comply with applicable Local/National regulations in addition to the mandatory requirements of this standard.

6.2 Scaffold Material selection

Steel scaffolding Material Specification should be as per IS: 2750- 1964.

Other scaffolding material Specification should follow the relevant IS codes as mentioned in the references section 3.0.

6.3 Erection, dismantlement, movement, and modification

6.3.1 An assessment of hazards shall be made before erecting, dismantling, modifying scaffolding. Examples of hazards to consider include the following:

- Working at/from heights
- Confined spaces
- The presence of nearby electrical lines or process equipment
- Hazardous area classification
- The condition of working surfaces
- The presence and activity of other people in the vicinity of the work
- The weather (Temperature, Heavy rain, high wind velocity-more than 37 km/hr)

6.3.2 Erection during dark hours: This assessment could be part of the site work permit process but should also be extended to the specific job planning of the crew performing the work. Appropriate actions shall be taken to mitigate the hazards identified during the assessment.

6.3.3 Scaffolding shall be erected, dismantled, moved, and modified only under the direction of a competent person and by workmen who have received appropriate and specific training for the work they are to perform.

Corporate Standard Rules & Procedure Sub-Committee	Date:	31-07-2025
	Standard Document No.	HZL/SRPSC/02
Standard for Scaffolding	Revision No.	02
	Page No.	Page 8 of 24

6.3.4 Determination and designation of competent persons for scaffold work are the responsibility of the Location Head/ Senior Management.

The site shall

- Decide what training, experience, skills, and documentation are required to substantiate competency.
- Authorize each competent person to take corrective action to mitigate scaffold safety hazards.
- In determining competency, consideration shall be given to knowledge of scaffold regulations, working experience and knowledge of scaffold erection, and training received.

6.3.5 When scaffolding is erected by a contractor, site management shall require documentation and/or demonstration that contractor employees have appropriate training, experience, and skills. Determination and designation of competent persons for contracted scaffold erection are the responsibility of the contractor.

6.3.6 Fall protection when erecting, dismantling, and modifying scaffolds shall be under the direction of a competent person. Scaffold erectors shall use personal fall-arrest systems that provide continuous fall protection while erecting, dismantling or modifying scaffolds unless the determination is made by a competent person that fall protection is not feasible or it creates a greater hazard. Fall protection can be accomplished through the use of adequate anchorages that are independent of the scaffold or by using scaffold systems and components that are approved by the manufacturer as adequate anchorages. Employees including Contractor shall use appropriate fall-arrest equipment in accordance with Standard for Work at Height, including personal fall arrest systems.

6.3.7 Standard scaffold planks shall not be used for purposes other than scaffold decking.

6.3.8 The footing for supported scaffolds shall be sound, rigid, and capable of supporting the maximum intended load, including the weight of the scaffold.

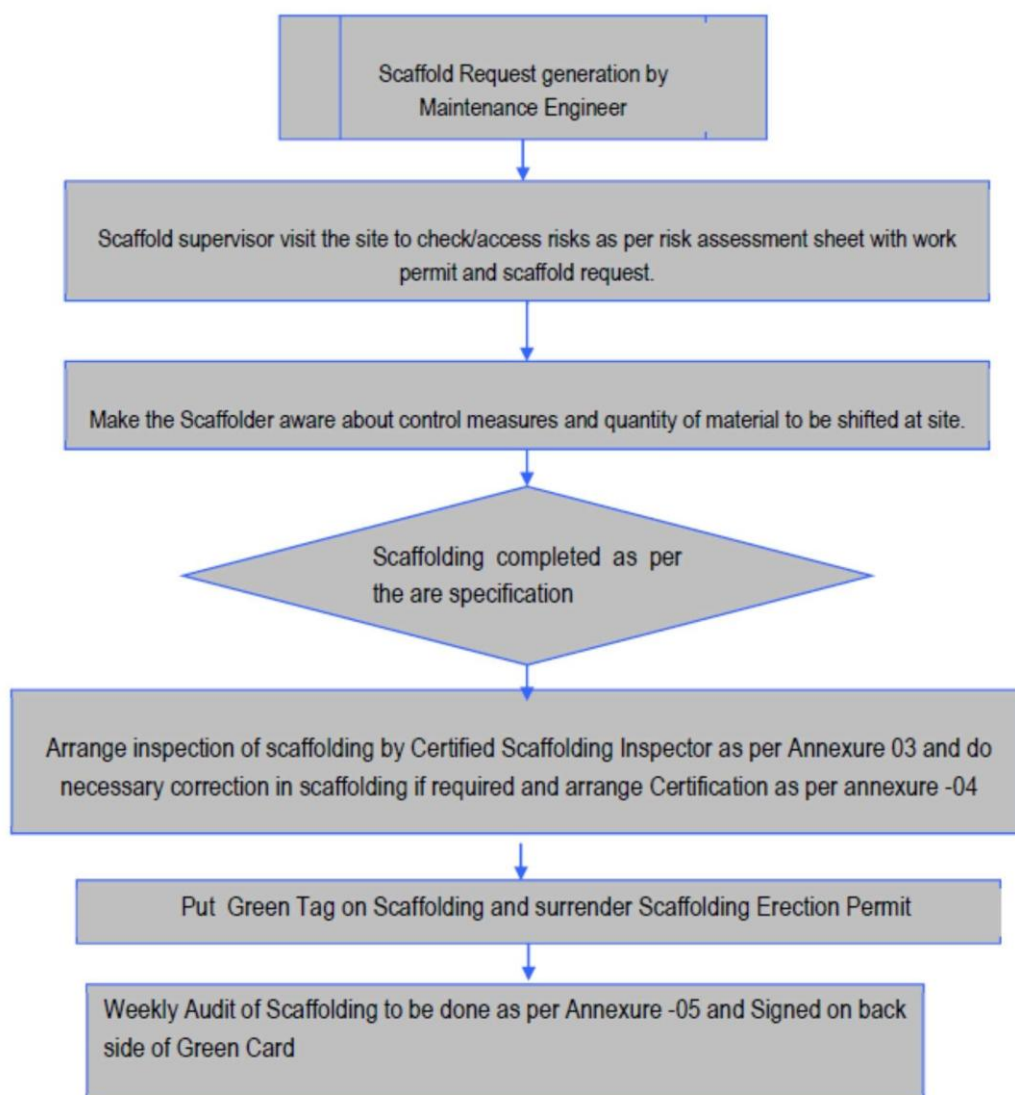
Corporate Standard Rules & Procedure Sub-Committee	Date:	31-07-2025
	Standard Document No.	HZL/SRPSC/02
Standard for Scaffolding	Revision No.	02
	Page No.	Page 9 of 24

- 6.3.9 Scaffolds shall be secured from tipping when the scaffold height exceeds four times its minimum base dimension.
- 6.3.10 Scaffolds determined to be unsafe for use shall be tagged or otherwise identified.
- 6.3.11 Toe boards should be used where possible on scaffold decks. Toe boards shall be securely attached when used.
- 6.3.12 Scaffolds shall be built with complete decking and railing where possible.
- 6.3.13 Appropriate barricades shall be installed to protect people in the vicinity during scaffold erection, use, modification, and dismantlement.
- 6.3.14 Manufacturer's guidelines for scaffold erection shall be followed unless a competent person approves the variance and provided the variance complies with applicable regulations and generally accepted scaffold engineering practices.
- 6.3.15 Scaffold manufacturer's guidelines for erection and inspection shall be available on site for reference.
- 6.3.16 Each erected scaffold shall be inspected before it is first used, after it is modified, or following any event that places in question the structural integrity of the scaffold. Inspections must be performed by a competent person and must be documented. An inspection tag is an example of documentation.



Corporate Standard Rules & Procedure Sub-Committee	Date:	31-07-2025
	Standard Document No.	HZL/SRPSC/02
Standard for Scaffolding	Revision No.	02
	Page No.	Page 10 of 24

Scaffolding Process Flow chart



NOTE: No modification allowed in Scaffolding after surrendering the Erection Permit. Green tag is issued only after surrendering Erection Permit. There should be always Separate permit for Scaffolding Erection, Scaffolding Modification and Scaffolding Dismantling

Corporate Standard Rules & Procedure Sub-Committee	Date:	31-07-2025
	Standard Document No.	HZL/SRPSC/02
Standard for Scaffolding	Revision No.	02
	Page No.	Page 11 of 24

6.4 Use

- 6.4.1 All employees who use scaffolds shall be trained. The scope of the training shall include the appropriate safe working practices for the work to be performed and guidance on assessing hazards and selecting the proper protective measures.
- 6.4.2 Personnel working below, and passersby shall be protected from overhead hazards.
- 6.4.3 Safe access shall be provided for scaffold users. Cross-bracing shall not be used for access. End frames shall not be used for access unless they were designed for use as access.
- 6.4.4 Employees who use scaffolds must assess the hazards posed by working on them and take appropriate precautions to mitigate the hazards.
- 6.4.5 No scaffold shall be loaded beyond the working load for which it is intended.
- 6.4.6 Employees shall use appropriate fall-arrest equipment in accordance with standard when working on scaffolds not equipped with standard top rail, mid rail, and complete decking.

6.5 Storage and inspection of materials

- 6.5.1 Scaffold materials and components should be stored to protect them from mechanical and environmental damage e.g., rain, heat or chemical exposure (like cement and chemicals).
- 6.5.2 Scaffold materials and components shall be inspected before use. They should also be inspected before being returned to storage. Damaged scaffold material shall be segregated, discarded & disposed of. Scaffold material found in good & reusable condition shall only be allowed to be stored.
- 6.5.3 Scaffold planking should be periodically visually inspected. The interval between inspections should be determined by considering planking usage, age, general condition, storage, and other environmental factors of the facility and location.

Corporate Standard Rules & Procedure Sub-Committee	Date:	31-07-2025
	Standard Document No.	HZL/SRPSC/02
Standard for Scaffolding	Revision No.	02
	Page No.	Page 12 of 24

6.5.5 Scaffolding material such as tubular, planks, clamps etc. shall be inspected annually by the user department to ensure they are free from defects. The visual inspection shall cover 100% scaffold materials. The inspected lot of material shall be suitably painted with the following colors which will be in rotation every 4 years.

FY-2022 - Green
 FY-2023 - Orange
 FY-2024 - Yellow
 FY-2025 - White

Information on inspecting scaffold components and testing scaffolds planking can be found in the manufacturer's literature

6.6 Scaffolding Related Check sheets: Annexures

Scaffolds and scaffold material used at site shall be inspected as per the check sheets attached in Annexure.

Annexure 1 Scaffold Safety Sign Boards
 Annexure 2 Scaffolding request
 Annexure 3 Scaffolding Inspection Check List
 Annexure 4 Certificate of Fitness of Scaffolding
 Annexure 5 Weekly Recertification for Fitness of Scaffolding
 Annexure 6 Scaffolding Audit Check List
 Annexure 7 Scaffold pipes, clamps, planks, toe guards check list.



Corporate Standard Rules & Procedure Sub-Committee	Date:	31-07-2025
	Standard Document No.	HZL/SRPSC/02
Standard for Scaffolding	Revision No.	02
	Page No.	Page 13 of 24

SCAFFOLD SAFETY SIGN BOARDS :

SCAFFOLDING INCOMPLETE
DO NOT USE



Corporate Standard Rules & Procedure Sub-Committee	Date:	31-07-2025
	Standard Document No.	HZL/SRPSC/02
Standard for Scaffolding	Revision No.	02
	Page No.	Page 14 of 24

<h1 style="margin: 0;">TAG FOR SCAFFOLD</h1> <h2 style="margin: 0;">ERECTION & INSPECTION RECORD</h2>	
TO BE COMPLETED BY SUPERVISOR	
LOCATION	
REF. NO.	
REQUESTED BY	
BUILT BY	
DATE & TIME	
INSPECTOR	
SIGNATURE	
STRUCTURE TO BE USED FOR	
LIGHT DUTY 1.5 kN/m² 150 kg/m²	<input style="width: 80px; height: 40px; border: 1px solid black;" type="checkbox"/>
MEDIUM DUTY 2.0 kN/m² 200 kg/m²	<input style="width: 80px; height: 40px; border: 1px solid black;" type="checkbox"/>
HEAVY DUTY 2.5 kN/m² 250 kg/m²	<input style="width: 80px; height: 40px; border: 1px solid black;" type="checkbox"/>
SPECIAL PURPOSE	kN/m² <input style="width: 100px; height: 30px; border: 1px solid black;" type="text"/> kg/m² <input style="width: 100px; height: 30px; border: 1px solid black;" type="text"/>
<div style="display: flex; align-items: center;"> <div style="flex: 1;"> </div> <div style="flex: 2;"> <h2 style="margin: 0; color: black;">REMARKS</h2> </div> </div> <div style="border-top: 1px solid black; height: 100px; margin-top: 10px;"></div>	

WARNING

UNLAWFUL REMOVAL OR INTERFERENCE
WITH THIS SIGN COULD MAKE YOU LIABLE
TO PROSECUTION AND FINES

COMPETENT PERSON

DATE	TIME	SIGNED

Nº. OF LADDER RUNGS _____
Nº. OF STANDARDS _____
Nº. OF LIFTS _____
M² BOARDING _____

STRUCTURE DECOMMISSIONED

DATE _____

E-mail : info@krmcorporation.com | Web. : www.krmcorporation.com



Corporate Standard Rules & Procedure Sub-Committee	Date:	31-07-2025
	Standard Document No.	HZL/SRPSC/02
Standard for Scaffolding	Revision No.	02
	Page No.	Page 15 of 24

I hereby request that the scaffolding may please be erected Light duty (150 kg/m²)/ Medium Duty (200 kg/m²)/ Heavy duty (250 kg /m²) / Masonry or special duty (tick whatever applicable) fit for a load of ----- kg/ sq. meter (KN/ sq.m). (Location & completion date/time may also be specified)

Request Date:

Required Erection Date :

Unit:

SBU: _____

Equipment (Where scaffolding to be erected) _____

Dimensions Required (In Meter): Length _____ Width _____ Height _____

Job over Scaffolding Completion Date (To ensure Scaffolding removal) :

Name of Requester

Sign of Requester

Annexure-3

SCAFFOLDING INSPECTION CHECK LIST Date: 01.01.2023

Corporate Standard Rules & Procedure Sub-Committee

Standard Document No. HZL/SRPSC/02

Remark

SN Checks Points Standard for Scaffolding

Revision No.

Yes/ No / NA01

Corporate Standard Rules & Procedure Sub-Committee	Date:	31-07-2025
	Standard Document No.	HZL/SRPSC/02
Standard for Scaffolding	Revision No.	02
	Page No.	Page 16 of 24

1. Are the scaffoldings erected as per the load duty requested?
2. Is every work platform fitted with handrail (top rail 1050 mm and mid rail at 580 mm high) and a toe board 150 mm secured to the platform sides?
3. Are the scaffolding plumb & level ?
4. Scaffolding Material Color code as per current Year
5. Are the Planks/gratings placed in order without undue gaps and anchored?
6. Are the footing / anchorage for scaffolds sound and the bay lengths maintained as per the maximum Intended load?
7. Are the poles, legs or uprights of scaffolding are securely braced to prevent swaying /Displacement.
8. Are the base plates (150 x 150 x 6 mm) provided for scaffolding posts?
9. Are the base plates are supported by sole plate of Wooden: "300x450x40) at unpaved area?
- 10.If the scaffolding is erected above walkways or work areas, are the space between toe boards and railings screened?
- 11.If work is done over men who are working on scaffolding, is overhead protection provided?
- 12.Has the scaffolding area suitably barricaded during erection / usage / dismantling?
- 13.Are free standing scaffolding towers protected from tipping by guying or other means?
- 14.Is there a safe and convenient means of access? If a ladder is used, is it rising at least 1050mm above the platform?
- 15.Are relevant status boards (tags) attached to the scaffolding completed / under erection as applicable?
- 16.Is safe access to equipment or emergency egress restricted by scaffolds?
- 17.Are scaffolding anchored every 10m of length and 8m of height? ,if applicable
- 18.Are landing platforms provided for access ladders more than 6 meters height?
- 19.If two pipes are connected, are they overlapped at least 600 mm and at least two clamps are used?

Corporate Standard Rules & Procedure Sub-Committee	Date:	31-07-2025
	Standard Document No.	HZL/SRPSC/02
Standard for Scaffolding	Revision No.	02
	Page No.	Page 17 of 24

Remark: I have Checked and suggest necessary correction in Scaffolding. After Necessary Correction Scaffolding checked and found ok as per Annexure -03

Certified Scaffolding Inspector

Sign of Scaffolding Inspector

Date

(Check list be signed by the person verifying its status)



Corporate Standard Rules & Procedure Sub-Committee	Date:	31-07-2025
	Standard Document No.	HZL/SRPSC/02
Standard for Scaffolding	Revision No.	02
	Page No.	Page 18 of 24

Annexure 4

CERTIFICATE OF FITNESS OF SCAFFOLDING

I hereby certify that the scaffolding erected for PTW work permit no. -----and Work @Height Permit Nois ready and fit for use. I further certify that it is intended for very light duty/ Light duty/ General purpose/ Heavy duty/ Masonry or special duty (tick whatever applicable) service and should not be loaded beyond ----- kg/ sq. m. (KN/sq.m.).

Name of Scaffolding Inspector

Sign. of Scaffolding Inspector

Name of Scaffolding Supervisor

Sign. of Scaffolding Supervisor

User Department:

Scaffolding Contractor: M/S
Maintenance Contractor: M/S

Date:

Corporate Standard Rules & Procedure Sub-Committee	Date:	31-07-2025
	Standard Document No.	HZL/SRPSC/02
Standard for Scaffolding	Revision No.	02
	Page No.	Page 19 of 24

Annexure 5
WEEKLY RECERTIFICATION FOR FITNESS OF SCAFFOLDING

(APPLICABLE TO LONG DURATION WORK OR ELSE MAY BE SPECIFIED)

Certification for	Date	Scaffolding inspected Annexure -03	is as	Scaffolding is safe for use (Yes/ No)	Name and sign of scaffolding Inspector	Name and sign of maintenance engineer
2 nd week						
3 rd week						
4 th week						
5 th week						
6 th week						
7 th week						
8 th week						
9 th week						
10 th week						

Corporate Standard Rules & Procedure Sub-Committee	Date:	31-07-2025
	Standard Document No.	HZL/SRPSC/02
Standard for Scaffolding	Revision No.	02
	Page No.	Page 20 of 24

Annexure 6

Scaffolding Audit check list :

Scaffolding Audit should be done as per HZL Audit Standard (Available with Audit Standard Champion /Web portal) & Audit report to be submitted by audit team to respective SBU/UIC and UIC team should take actions on all observations .

Annexure 7

Scaffold Pipe, Ladder, Plank/ Jali, Clamps, Base Plate Check list

Inspected by:

Name & Sign:

Date:

Annexure 8

Dos for scaffold users:

- ☐ Use only certified scaffolding, tagged with —Scaffolding Complete, Ready for Use ☐ Maintain three-point-contact while climbing up or down the ladder.
- ☐ Use rope or container or other suitable means for carrying material from or to ground.
- ☐ Maintain good housekeeping, especially at elevated working platform and near the access.
- ☐ Do take special precautions while working in vicinity of mobile cranes or electrical overhead lines.
- ☐ Wear full body safety harness with double lanyard/ personal fall arrest system or other equally effective means while ascending or descending the ladder or scaffolding working platform is not fully guarded.
- ☐ Do check for emergency approach/ evacuation, especially adequacy means of egress.
- ☐ Use safe material handling ways while shifting the material.
- ☐ Do report —At-risk conditionsll e.g., missing ladder, incomplete decking, improper guarding, no landing platform, loosely clamped ladder, etc. to your supervisor.
- ☐ Do check weekly certification of scaffold at random

Don'ts for scaffold users



Corporate Standard Rules & Procedure Sub-Committee	Date:	31-07-2025
	Standard Document No.	HZL/SRPSC/02
Standard for Scaffolding	Revision No.	02
	Page No.	Page 21 of 24

- ☐ Do not use any part of operational line or pressurized piping as a support, or tie point for scaffolds or staging. Do not permit mixing of scaffold types in any one structure (e.g., steel/aluminium couplers).
- ☐ During the possibility of a thunderstorm, no work shall be executed at a height where a person can be exposed to lightning.
- ☐ Never keep loose tools, materials etc at height in a way it may roll off and fall from height.
- ☐ Do not use cross-bracing or end-frame (unless specially designed) for access.
- ☐ Do not use Wooden Plank
- ☐ Avoid overloading and impact loading
- ☐ Never alter or modify or dismantle any part of the scaffold without permission from scaffolding supervisor or concerned Maintenance /Project Engineer.
- ☐ Do not throw tools or scaffolding materials from height.
- ☐ Do not use —Incomplete Scaffold.

Annexure-9
SCAFFOLDING DAILY INSPECTION CHECK LIST

Daily checklist should be filled by Job supervisor, whose team is working over Scaffolding for any maintenance or operation job

SN	Checks Points	Yes/ No	Remarks
1	Are the scaffoldings erected having green tag, which is certified by Scaffolding Inspector		
2	Is Mid rail and top rail being fix		
3	Are the Planks/gratings placed in order without undue gaps and anchored?		
4	Is scaffolding barricading done from all sides		
5	Is Scaffolding base plate /sole board are clearly visible		



Corporate Standard Rules & Procedure Sub-Committee	Date:	31-07-2025
	Standard Document No.	HZL/SRPSC/02
Standard for Scaffolding	Revision No.	02
	Page No.	Page 22 of 24

6	Is scaffolding re-certified again on 7th day after first green tag certification		
7	Are the base plates (150 x 150 x 6 mm) provided for scaffolding posts?		
8	Are the base plates are supported by sole plate of Wooden: "300x450x40) at unpaved area and not having any cracks or damaged		
9	Is scaffolding free from any liquid or solution to avoid slip trip hazard		

Inspected by:

Job Supervisor Name & Sign:

Date:

7.0 Management Systems

7.1 Support Resources

Site Apex and Standard, Rules and Procedures subcommittee are available to assist with implementation of this standard.

7.2 Management Records

Records shall be retained in compliance with Integrated Management System requirements

7.3 Audit Requirements

Each site or region should audit compliance with this standard as part of its HSE audit protocol.

7.4 Standard Renewal Process

This standard shall be reviewed and revised as necessary and, at a minimum, not later than two years from the date of the last revision.

Corporate Standard Rules & Procedure Sub-Committee	Date:	31-07-2025
	Standard Document No.	HZL/SRPSC/02
Standard for Scaffolding	Revision No.	02
	Page No.	Page 23 of 24

7.5 Deviation Process

Deviations from this standard must be authorized by the Location Head for the relevant zone after consultation with the Zone Apex and approval from the HSE Council. Deviations must be documented, and documentation must include the relevant facts supporting the deviation decision. Deviation authorization must be renewed every year.

7.6 Training and Communications Requirements

Each Zone should provide training as appropriate to comply with this standard.

7.7 Contact

The contact for this standard is the Corporate Standards Rules & Procedures (SRP) Subcommittee.

8.0 Document Control Details

Revision	Date	Reason for issue	Compiled by	Major Change	Approved by
1	01/12/2022	Corporate Guidance Note	Standard Champion-HZL	<input type="checkbox"/> Removal of Term "Moving " from 6.3.1	HZL APEX
				<input type="checkbox"/> Introduction of Colour coding	
				<input type="checkbox"/> Definition of Scaffolder	
				<input type="checkbox"/> Addition of Scaffolding Annexures	
				<input type="checkbox"/> Scaffolding Process Flow chart	
				<input type="checkbox"/> Scaffolding duty categorization	



Corporate Standard Rules & Procedure Sub-Committee	Date:	31-07-2025
	Standard Document No.	HZL/SRPSC/02
Standard for Scaffolding	Revision No.	02
	Page No.	Page 24 of 24

				<input type="checkbox"/> Introduction of Daily checklist for Scaffolding being under use	
				<input type="checkbox"/> Change of Scaffolding duty as per Guidance Note	