

ScaffSkills

Contract Management for Scaffolders, Module 1 reference card

If it is not written down, it did not happen.

Record-Keeping Discipline

Why records matter

- **Records get you paid.** Variations, daywork, applications, claims, all stand or fall on the records you kept on the day.
- **Records protect you in a dispute.** Adjudicators and courts give far more weight to records made at the time than to memory six months later.
- **Records prove compliance.** HSE inspections, CDM duties, statutory inspections. The records are the evidence.

What to record, every day

- **Instructions received:** Every verbal instruction confirmed in writing the same day. Name of who instructed, time, what they asked for.
- **Variations:** Site Instruction log entry, value method (rate, fair valuation, daywork), priced drawing revision.
- **Daywork:** Signed by an authorised MC representative on the day. Submitted to the QS within 7 days (NASC CG18:09).
- **Delay events:** Cause, time, duration, parties affected, financial impact. Written notice issued within the contract deadline.
- **Site conditions:** Date-stamped photos at start and end of each shift. Site diary entry covering weather, gangs on/off, deliveries, plant.
- **Inspections:** WAH 2005 reg.12 statutory inspections at intervals not exceeding 7 days. Sign-off retained.
- **Toolbox talks:** Weekly minimum. Topic, attendees, signatures. The cheapest evidence of safety culture.
- **Applications and notices:** Application for payment, s.110A payment notice received, s.111 pay-less notice (if any). Every contractual deadline tracked.

Where it goes

Two records are the spine of every job. Set them up before you mobilise.

Site Diary (one row per day)

Date	Weather	Gangs on	Gangs off (why)	Instructions received	Notes / issues
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Suggested format. Print one A4 portrait per day or per week. Keep with the daily files.

Site Instruction Log (one row per instruction)

Date	Time	From (name, role)	What was instructed	Confirmed in writing	Var?
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Confirm verbal instructions in writing the same day. Number sequentially: SI-001, SI-002.

Teaching point. The records you wish you had at adjudication are the records you should have started keeping on day one of the job.