



DESARCH SCAFFOLDING

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**FINANCIAL STANDARD OPERATING PROCEDURE**

**2025**

**FSOP 001**

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## **1. INTRODUCTION**

### **1.1 Purpose**

This Standard Operating Procedure (SOP) is to define the standard operational and production processes for the Operations & Production Department at Desarch Scaffolding. It ensures all functions are aligned with project timelines, safety standards, and client expectations while maintaining efficiency and quality in service delivery. Its primary purpose is to establish standardised processes that ensure that all scaffolding activities which including the preparation of material, shipping of materials, erection on site, dismantling on site, returning the materials on site and its maintenance, are all done in a systematic, safe and efficient manner. It gives concise instructions to its departments and staff so that it delivers consistency in the quality of services, fulfils project demands by its clients, and sustains Desarch's adherence to safety and growth of safety, reliability and perfection within the construction industry.

### **1.2 Scope**

This SOP covers all operational and production activities related to the lifecycle of scaffolding systems at Desarch Scaffolding. It includes procurement, inventory control, inspection, maintenance, pre-dispatch preparation, logistics, on-site erection and dismantling, return processing, and refurbishment. This SOP covers all operational and production activities involving:

- Cuplock and accessory manufacturing
- Scaffolding rentals, site setup, and logistics
- Erection & dismantling contracts
- Slab, wall, and column formwork systems
- Inventory tracking and maintenance systems

These activities support residential, commercial, industrial, and infrastructure projects across the UAE. The scope applies to all personnel involved in warehouse operations, transportation, site execution, and quality assurance. Adherence By standardizing procedures across these functions, the SOP ensures consistency, safety, and efficiency in delivering reliable scaffolding solutions that meet client expectations and comply with industry regulations.

### **1.3 Definitions**

1. Cuplock System: Modular, lightweight scaffolding system with cups welded at 500 mm intervals.

2. Formwork Systems: Temporary molds for slab/column/wall concrete, comprising H20 beams, walers, props.
3. Erection Crew: Certified team responsible for on-site scaffold installation and safety compliance
4. Scaffolding Units: Temporary structures used to support work crews and materials during construction.
5. Operations: Coordination and logistics for the delivery, setup, and dismantling of scaffolding.
6. Production: The inspection, repair, and preparation of scaffolding materials for deployment.

## 1.4 Roles & Responsibilities

The table below outlines the roles and responsibilities for the operation and production process.

Efficient roles and responsibilities are crucial in the reporting process to ensure accuracy, compliance, and timely submission. This clear distribution of responsibilities fosters a collaborative and organised approach, mitigating the risk of errors and enhancing the overall effectiveness of the production process and communicates deadlines for fostering transparency and specifying reporting responsibilities for each team or individual.

Role	Responsibility
Operations Head	Overall coordination, client liaison, and ERP approvals
Production Manager	Supervises manufacturing, QA, and dispatch readiness.
Project Engineer	Designs scaffolding/formwork layout, calculates BOQ
Site Supervisor	Manages on-site installation, adherence to SOP and safety
Logistics Coordinator	Oversees transport, warehouse inventory, and material return
Safety Officer	Conducts inspections, issues tags, and enforces PPE usage

## 2. Procedures

### 2.1 Material Planning & Manufacturing

- Review architectural/structural drawings.
- Calculate load-bearing and type requirements using design software.
- Create BOQ for required scaffolding/formwork components.
- Manufacture components (Cuplock verticals, ledgers, decking beams, props) with QA tests.
- Assign QR-coded labels to components and update ERP inventory.

### 2.2 Rental Dispatch

- Receive rental orders; generate project code.

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- Verify material stock against BOQ.
  - Inspect for safety and damage; segregate defects.
  - Load for dispatch, including delivery slip.
  - Obtain signed receipt from client and update ERP logs.

## **2.3 Erection & Installation**

- Conduct site survey/risk assessment; obtain permits.
- Prepare access, barricading, and safety signage.
- Follow the erection plan and install all required components.
- Conduct final inspection by Safety Officer; apply Green Tag.
- Document erection details in the site log.

## **2.4 Inspection & Maintenance**

- Pre-use inspection before any shift.
- Weekly formal inspection with checklist.
- Apply Red Tag and isolate defective systems.
- Log defects and repair before reuse.
- Update ERP system accordingly.

## **2.5 Dismantling**

- Risk assessment and permit renewal.
- Barricade the area and ensure fall protection.
- Dismantle top-down systematically.
- Inspect and tag components post-return.
- Store in designated warehouse zones.

## **2.6 Formwork Systems**

- Manufacture H20 beams, props, walers.
- Dispatch with installation guide.
- Inspect returns and follow the same maintenance/refurbishment cycle.

## **3. Scaffolding Processes**

The scaffolding process involves conducting site analysis and determining the appropriate scaffolding type and layout with the help of engineering drawings to ensure the design complies with project and load requirements.

Manufacture or source required scaffolding components, including Cuplock systems, ledgers, transoms, and base jacks. Pre-assemble base structures at the warehouse when applicable to reduce on-site time.

Follow systematic erection sequence: base setup, vertical standards, horizontal ledgers, diagonal

braces, guardrails. To ensure platforms are fully planned with access ladders or stairways.

Tag scaffolding systems after inspection for safety compliance (Green for safe, Red for unsafe and incomplete).

#### **4. Site Work Procedures**

The Procedures involve coordinating with site supervisors and client representatives before mobilisation. Establish access points, barricade the area, and install necessary signage. Also, assign trained erection crews and brief them through Toolbox Talks.

Ensure safety briefings are conducted daily and documented.

Perform inspections at three stages: pre-erection, during erection, and post-completion.

Log all scaffold-related activities in the Daily Operation Report (DOR). To ensure communication with logistics for material requirements and updates.

#### **5. Equipment Use Guidelines**

The guidelines approved for to use of scaffolding tools such as spanners, level gauges, plumb bobs, and hammer sets. To utilise mechanical lifting equipment (cranes/forklifts) for loading and unloading heavy components.

Maintain and calibrate equipment regularly to avoid operational hazards.

Ensure all electrical or mechanical tools used at the site are PAT tested (Portable Appliance Testing).

Store and lock equipment in designated storage areas after working hours.

Prohibit the use of makeshift tools or damaged equipment during erection or dismantling.

Inspect safety harnesses, lanyards, and PPE before each use.

#### **6. Safety Protocols**

Mandatory PPE: helmets, gloves, boots, harnesses.

Maintain compliance distances from energised lines.

Conduct Toolbox Talks daily before operations.

Only certified erectors permitted.

Maintain the Emergency Response Plan visible on-site.

#### **7. Documentation**

Dispatch & Return Slips

Erection/Dismantling Reports

Inspection & Tagging Logs

Maintenance Records

Incident/Near-Miss Forms

Daily Operation Reports (DOR)

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## 8. KPIs

On-time Dispatch %  
Green-Tag Compliance Rate  
Maintenance Turnaround Time  
Inventory Loss and Damage% %  
Incident Frequency Rate

## 9. Review & Updates

Review semi-annually or post-regulatory, technological, or audit-driven changes. Updates approved by senior management and announced via site briefings.

## 10. Annexures

- Annexe A: BOQ & Scaffolding Planning Template
- Annexe B: Inspection & Tagging Checklist
- Annexe C: Formwork Component Matrix
- Annexe D: PPE and Safety Tag Samples
- Annexe E: Toolbox Talk & Permit Forms

