

# Structure Sign-Off Form

To be completed by a competent person on completion of the erection of the structure and prior to use.

<b>Event</b>	
<b>Venue Name</b>	<b>Date</b>
	<b>Time</b>
<b>The Person signing off the installation on behalf of the sub-contractor</b>	
Name	
Company	
Position within company	
<b>Type of Structure and Intended use.</b>	
<b>Statement of Safety</b>	
<p>"I hereby certify that the stage structure for has been erected according to the manufacturers' method statement, and in accordance with relevant drawings and calculations. The structure has been visually inspected throughout and conforms to relevant legislation and the Institution of Structural Engineers' <i>Temporary Demountable Structures: Guidance on design, procurement and use, third edition (2007)</i></p> <p>The structure is safe for intended use."</p>	
<b>Signature</b>	
<b>Signature of Safety Officer</b>	

## Electrical Installation Sign-off Form

Venue Name

Date

Time

Description of electrical installation and intended use

3 phase single pole connectors comply: Yes / None connected (delete as appropriate)

### The Person signing off the installation on behalf of sub-contractor

Name

Company

Position within company

### Statement of Safety

"I hereby certify that the above electrical installation has been carried out according to agreed procedures and complies with the *Electricity at Work Regulations 1989*, and *BS7909: 1998 Code of Practice for AC electrical supplies for entertainment lighting, technical services and related purposes*, *BS7430 1991* and *BS7671:2001 (Amendment No.2:2004) Code of practice for earthing*.

The system has been visually inspected throughout, and all circuit protection devices tested.

The system is safe for normal use."

**Signature**

**Signature of Safety Officer**