Excavation and trench inspection checklist

Date _____ **Time** _____

Site or location _____ **Excavation location** _____

Competent person _____ **Soil type, as classified** _____

Before digging	Pass	Fail	N/A
Underground utilities are located and marked	☐	☐	☐
Utility owners were called, per local rules	☐	☐	☐
Overhead lines are accounted for	☐	☐	☐
Soil has been classified by a competent person	☐	☐	☐
Protective system chosen to suit the soil and the job	☐	☐	☐

The excavation	Pass	Fail	N/A
Protective system is in place per the current standard	☐	☐	☐
Spoil pile and materials are kept back from the edge	☐	☐	☐
Safe way in and out is in place and close to workers	☐	☐	☐
Edges are barricaded or guarded where people could fall in	☐	☐	☐
Walls and faces show no cracks, sloughing or bulging	☐	☐	☐
Nearby structures and roads are supported where needed	☐	☐	☐

Conditions	Pass	Fail	N/A
Water is controlled, and no one works in standing water	☐	☐	☐
Weather is checked, and rain or thaw has been looked at	☐	☐	☐
Atmosphere is tested where required	☐	☐	☐
Ventilation or rescue gear is ready where required	☐	☐	☐
Vibration or traffic nearby is controlled	☐	☐	☐

Equipment and records	Pass	Fail	N/A
Equipment is kept clear of the edge and the people	☐	☐	☐
Spotter or signals in place when equipment works near the hole	☐	☐	☐
Daily inspection done before work starts	☐	☐	☐
Inspection repeated after rain or any change	☐	☐	☐
Competent person has signed and dated this sheet	☐	☐	☐

Defects found and action taken

_____

_____

_____

Taken out of service? ☐ Yes ☐ No **Reported to** _____

Inspector signature _____ **Date** _____

Supervisor review _____ **Date** _____

A starting point. Adapt it to your equipment, your procedures and the rules that apply to you. Free template from portalbaseai.com