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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Job Site/Excavation Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | Date & Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| One Call Ticket Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | One Call Expiration Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| Competent Person Conducting Inspection:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | |
| Date of Last Competent Person Training:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | Contact Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| Contract Companies Working In or Around Excavation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | |
| Are ROW boundaries properly marked?  Yes  No If No, explain: | | | | | | | | | | | | | | | | | | | | |
| **Reason(s) for Inspection *(check all that apply)*** | | | | | | | | | | | | | | | | | | | | |
| Prior to start of work | | | | After a hazardous condition (explain): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | |
| Routine inspection | | | | Other (explain): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | |
| After rain occurrence | | | | *Note: Excavations shall be covered when possible and must be barricaded prior to end of shift.* | | | | | | | | | | | | | | | | |
| **Observation of General Conditions (*briefly describe or write N/A if not applicable*)** | | | | | | | | | | | | | | | | | | | | |
| Weather: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Traffic:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Terrain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | |
| **Excavation Dimensions(1) *(the deepest and widest location where work is occurring)*** | | | | | | | | | | | | | | | | | | | | |
| Depth:\_\_\_\_\_\_\_\_\_\_\_ | | Width:\_\_\_\_\_\_\_\_\_\_\_ | | | | | | *Note: If excavation exceeds 20 feet in depth, a Professional Engineer (P.E.) must approve and certify (stamp) the excavation plan.* | | | | | | | | | | | | |
| **Soil Characteristics *(check all that apply)*** | | | | | | | | | | | | | | | | | | | | |
| Cemented | | | Cohesive | | | | | | Dry | | | | Fissured | | | | | Granular | | |
| Layered | | | Moist | | | | | | Plastic | | | | Saturated | | | | | Submerged | | |
| **Soil Analysis and Classification *(One each of Visual and Manual are required)*** | | | | | | | | | | | | | | | | | | | | |
| ☐ Visual | Manual (select one): ☐ Thumb Penetration ☐ Penetrometer ☐ Shearvane ☐ Drying Test | | | | | | | | | | | | | | | | | | | |
| **Protective Systems(2) *(select protective system used)*** | | | | | | | | | | | | | | | | | | | | |
| Trench Box / Shield  Tabulated data onsite  Manufacturer Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | |
| Hydraulic Shoring System  Tabulated data onsite  Manufacturer Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | |
| P.E. Designed System  Tabulated data onsite Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | |
| *Note: calculations, supporting documentation, and P.E. approvals must be readily available* | | | | | | | | | | | | | | | | | | | | |
| **Soil Classification *(Check ONE)*** | | | | | | | | | | | | | | | | | | | | |
| **Type A Soil**  Cohesive soil with clay base (No exposure to vibration) –  slope is ¾:1 (53°) | | | | | | ☐**Type B Soil**  Cohesive soil with a loam base (angular gravel, crushed rock, etc.) – slope is 1:1 (45°) | | | | | | **Type C Soil**  Granular soil including gravel and sand – slope is 1 ½:1 (34°) | | | | | | | | ☐**Stable Rock**  No visible fissures or cracks – vertical (90°) |
| **Note:** Any soil that has previously been disturbed cannot be classified as Type A soil.  **Note:** Any excavations being performed in marsh, tidal or wetland areas will automatically be classified as Type C soil. | | | | | | | | | | | | | | | | | | | | |
| Are sidewalls appropriately sloped/benched for the observed soil type? ☐ Yes ☐ No | | | | | | | | | | | | | | | | | | | | |
| Method used to measure the degree of slope/bench: ☐ Trench Slope Protractor ☐ Tape Measure ☐ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | |
| **Excavation Inspection(3)** | | | | | | | | | | | | | | | | | | | | |
| Has safe and adequate Entry and Exit been established? ☐ Yes ☐ No | | | | | | | | | | | | | | | | | | | | |
| Are ladders secured and extend at least 3 feet above the top of excavation?  Yes  No  N/A | | | | | | | | | | | | | | | | | | | | |
| Are ladders positioned such that a user will not have to travel more than 25 feet?  Yes  No  N/A | | | | | | | | | | | | | | | | | | | | |
| Are ladders available on both sides of an obstacle, so user doesn’t have to climb over anything to access?  Yes  No  N/A | | | | | | | | | | | | | | | | | | | | |
| Are ramps constructed so that user will not have to use their hands for assistance?  Yes  No  N/A | | | | | | | | | | | | | | | | | | | | |
| If water is present in the excavation, has a water management plan been developed and followed?  Yes  No  N/A | | | | | | | | | | | | | | | | | | | | |
| **Excavation Perimeter(4)** | | | | | | | | | | | | | | | | | | | | |
| Is the soil contaminated? ☐ Yes ☐ No If yes, with what:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | |
| Are potholes properly barricaded, covered, or filled in so as to prevent anyone or anything (i.e., cattle and wildlife) from falling into the hole?  Yes  No  N/A If No, explain: | | | | | | | | | | | | | | | | | | | | |
| Is there a barricade/physical barrier around the entire excavation?  Yes  No | | | | | | | | | | | | | | | | | | | | |
| Is the spoil pile an appropriate distance from edge of excavation?  Yes  No | | | | | | | | | | | | | | | | | | | | |
| Have sources of vibration (heavy equipment, vehicle traffic, etc.) been identified that may affect the stability of the excavation?  Yes  No If Yes, what are the sources? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | |
| If the excavation requires design and approval of a P.E., does the excavation meet all of the design criteria established?YesNo | | | | | | | | | | | | | | | | | | | | |
| **Comments:** | | | | | | | | | | | | | | | | | | | | |
| **Excavations Near Roadways(5)** | | | | | | | | | | | | | | | | | | | | |
| For work within 15 feet of a road, are the conditions of the site traffic control plan being met?  Yes  No  N/A | | | | | | | | | | | | | | | | | | | | |
| If yes, has the Road Department been notified?  Yes  No | | | | | | | | | | | | | | | | | | | | |
| Are workers wearing high visibility reflective clothing when exposed to vehicular traffic?  Yes  No | | | | | | | | | | | | | | | | | | | | |
| **Atmospheric Monitoring Results(6)*(must be completed if excavation is over 4 feet deep)*** | | | | | | | | | | | | | | | | | | | | |
| Equipment type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | Serial number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |
| Calibration date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  N/A | | | | | | | | | | Daily bump test completed:  Yes  N/A | | | | | | | | | | |
| Initial test time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | Oxygen:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_% | | | | | | | | | LEL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_% | | | | |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PPM / % | | | | | | | | | | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PPM / % | | | | | | | | | | |
| Tested by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | |
| **Initial Excavation Approval *(Must be signed by competent person PRIOR to any work being performed in the excavation)*** | | | | | | | | | | | | | | | | | | | | |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | |
| **Periodic Inspection *(to be conducted throughout the day)*** | | | | | | | | | | | | | | | | | | | | |
| Competent Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Competent Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Competent Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Notes:** *(Any changes to weather conditions? Have new soil types been encountered since last inspection? Any signs of instability/sloughing? Unsafe conditions?)* | | | | | | | | | | | | | | | | | | | | |
| **Excavation / Jobsite Closure *(to be completed at the end of the excavation work shift by a competent person)*** | | | | | | | | | | | | | | | | | | | | |
| Has the excavation been properly secured and barricaded with signage? Yes No N/A | | | | | | | | | | | | | | | | | | | | |
| Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | Time: \_\_\_\_\_\_\_\_\_\_\_\_ | |

***Inspection form to be kept at the excavation site for duration of the excavation work and filed in the project folder upon completion of the job.***

***Footnotes:***

1. *Initiate inspections and take appropriate actions regardless of depth when soils indicate signs of stress or cave-in.*
2. *Top edge must extend 18” above grade. Shoring and shield equipment used in excavations greater than 20 feet shall be designed and approved by a P.E. Sloping or benching of excavations greater than 20 feet deep shall be designed and approved by a P.E. registered within the same state as the excavation.*
3. *If ladders are being used, they must extend at least 3 feet above the top of excavation. Ladder access distance shall not exceed 25 feet and be available on both sides of an obstruction so a user does not have to climb over anything to access. If ramps are being used, they have to be sloped in such a way that the user does not have to use their hands for assistance.*
4. *All spoil piles, material or equipment must be a minimum of 2 feet from the edge of the excavation.*
5. *A written Temporary Traffic Control Plan shall be developed and on site if any work is within 15 feet of a road.*
6. *Emergency response plan/equipment is readily available where a hazardous atmosphere may exist (e.g. retrieval unit).*