|  |  |
| --- | --- |
| 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?[ ] Yes[ ] No |
| **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).*