



# Daily Inspection Checklist

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URL: <http://www-group.slac.stanford.edu/esh/eshmanual/references/excavationsChecklistInspectDaily.pdf>

**ENVIRONMENT, SAFETY, HEALTH, AND  
QUALITY DIVISION**

### Instructions

The excavation competent person must complete this or a comparable inspection form at least once per day while the excavation is open. This checklist may also be used to record conditions and observations at other times. A record of the daily inspection must be maintained for the duration of the excavation. (See [Excavation Safety: Excavation Procedures.](#))

<b>Excavation Permit Number (EPF#)</b>
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Project location (*include grid coordinates*): \_\_\_\_\_ Nearest building: \_\_\_\_\_

### Inspection Certification

I am an excavation competent person and I completed the following inspection

Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Name (*print*): \_\_\_\_\_ Phone: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Inspection purpose:

- Daily required inspection prior to beginning
- Routine inspection during work
- After rainstorm
- After a hazardous condition (*describe*)
- Other (*describe*)

Current Conditions	N/A	Description or Measure	Comments / Observations
Terrain	<input type="checkbox"/>		
Weather	<input type="checkbox"/>		
Water accumulation	<input type="checkbox"/>		
Traffic conditions	<input type="checkbox"/>		
Heavy equipment location	<input type="checkbox"/>		
Heavy materials location	<input type="checkbox"/>		
Spoils location	<input type="checkbox"/>		
Building proximity to spoils	<input type="checkbox"/>		
Possible vibration sources	<input type="checkbox"/>		
Previously disturbed soil	<input type="checkbox"/>		
Trench width	<input type="checkbox"/>		
Trench depth	<input type="checkbox"/>		
Other trench characteristics	<input type="checkbox"/>		
Access / egress conditions	<input type="checkbox"/>		
Atmospheric test results	<input type="checkbox"/>	%O <sub>2</sub> % LEL	
Toxic or hazardous atmosphere source	<input type="checkbox"/>		
Other	<input type="checkbox"/>		

Changing conditions / change of plan

Site Survey	No	Yes
The excavation is within the original scope of the excavation permit	<input type="checkbox"/>	<input type="checkbox"/>
Excavation permit conditions for disposal, shielding, and training are being adhered to	<input type="checkbox"/>	<input type="checkbox"/>
Utility survey markings are complete, accurate, and legible	<input type="checkbox"/>	<input type="checkbox"/>
Utilities within the excavation area have been de-energized/de-pressurized and locked and tagged	<input type="checkbox"/>	<input type="checkbox"/>
Storm drains are adequately protected from sediment	<input type="checkbox"/>	<input type="checkbox"/>
Stockpiles/excavated materials are at least two feet from excavation edge	<input type="checkbox"/>	<input type="checkbox"/>
Shoring equipment is damaged <i>(if yes, describe)</i>	<input type="checkbox"/>	<input type="checkbox"/>

**Protective Systems**

Options *(check one)*

- Option (1) slope is 1.5:1 (34°) (Type C)
- Option (2) slope is \_\_\_\_\_ based on soil type
- Trench shield manufacturer:
- Aluminum hydraulic shoring system manufacturer:

Supporting information:

Tabulated data on site:

**Soils Analysis / Classification**

Note: soil does not need to be reclassified every inspection but should be reviewed and updated if conditions change.

**Soil Analysis Method(s) Used**

- Visual
- Manual

**Soil Characteristics *(check all that apply)***

- Cemented
- Cohesive
- Dry
- Fissured
- Granular
- Layered
- Moist
- Plastic
- Saturated
- Submerged

**Soil Classification *(check all that apply)***

- Type A
  - Type B
  - Type C
  - Stable rock
- Avg. compressive strength: \_\_\_\_\_ tsf      Compressed strength data \_\_\_\_\_

**Manual Test Used *(check all that apply)***

- Plasticity
- Dry strength
- Thumb penetration
- Drying Test
- Pocket penetrometer
- Other *(list)*