

**EXCAVATION/TRENCH INSPECTION
AND ENTRY AUTHORIZATION FORM**

EXCAVATION/TRENCH INSPECTION AND ENTRY AUTHORIZATION FORM
(NOTE: Inspection shall be completed at least daily prior to personnel entry and after any hazard increasing event.)

Location: _____ **Work Order #** _____

Initial Inspection: **Re-Inspection:** **Date and Time of Inspection:** _____

Weather Conditions: _____ **Approx. Temp.:** _____

Competent Person: _____

Approximate EXCAVATION DIMENSIONS:	DEPTH =				HAZARDOUS CONDITIONS:		Yes No N/A	
	TOP =	W	L		Bulging Wall(s) present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	BOTTOM =	W	L		Cracked or fissured wall(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

All soils are Type C soils unless testing allows reclassification
Saturated soil/Standing or seeping water – Is surface water controlled or diverted?

SOIL TYPE: (Previously disturbed soil can only be Type B or C)

Stable Rock: No sloping required

Type A - Most stable: clay, silty clay (not previously disturbed) Maximum slope angle is ¾:1 or (53°) Degree
Soil Reading: _____ (must be ≥ 1.5 T/SF)
Floor heaving
Frozen soil

Type B - Medium stability: silt, sandy loam, medium clay soil can have a maximum slope angle is 1:1 or (45°) Degree
Soil Reading: _____ (must be > 0.5 T/SF but < 1.5 T/SF)
Super-imposed loads
Vibration

Type C - Least stable: gravel, loamy sand, soft clay soil can have a maximum slope angle is 1 ½:1 or (34°) Degree
Soil Reading: _____ (must be ≤ 0.5 T/SF)
Depth greater than 10'
PLACEMENT OF SPOILS & EQUIPMENT: Yes No N/A

Method of Soil Test: Visual Manual Penetrometer
(minimum of one manual and one visual soil test is required)
Spoils are at least 2 feet from edge of trench

Excavation Protection Method to be used: _____
Equipment/Materials are at least 2 feet from edge

Slope Bench Shoring/Trench Box
ACCESS and LADDERS (must remain in-place at all times when excavation is occupied): Yes No N/A

PROTECTION TO BE USED: Located in a protected area

None Needed at this inspection Within 25 feet of safe travel to egress (trench)

Timbers Secured

Hydraulic (Always inspected prior to use) Leads to safe landing

Trench Shield (Always inspected prior to use) Extends 36 inches above the landing

Trench Box (Always inspected prior to use) Ramp – proper slope and compaction

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Yes No N/A	HAZARDOUS ATMOSPHERE:	OTHER:	Yes No N/A
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Are there any activities near that could change the atmosphere within the excavation?	Are known utilities visibly marked/flagged prior to start of excavating?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Is atmospheric monitoring needed for hazardous atmosphere? (Has initial monitoring occurred prior to personnel entry Into the excavation?)	Are personnel exposed to a fall of \geq 6-feet into the excavation? If yes, is fall protection PPE or other protective means (guard-rails, etc.) utilized to prevent falling into the excavation?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Is any ventilation equipment needed to move air in the excavation?	Are overhead utilities or other overhead hazards present?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Has combustion powered support equipment been positioned at a location where exhaust does not enter the excavation?		

COMMENTS/DRAWINGS, as needed:

N O T E	All unsafe conditions must be corrected prior to entry. If any hazardous conditions are observed, the excavation must be immediately evacuated and no one is allowed to re-enter until corrective action has been taken. DO NOT ENTER IF NOT SIGNED.	EXCAVATION ENTRY AUTHORIZATION	
		Is excavation SAFE to enter? YES <input type="checkbox"/> NO <input type="checkbox"/>	
		Authorized By:	
		<i>(Signature and Badge # of Competent Person)</i>	