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: **Project/Work Order #:**

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

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

Competent Person:

Approximate EXCAVATION DIMENTIONS:	**DEPTH =**			
	TOP =	W	L	
	BOTTOM =	W	L	

All soils are Type C soils unless testing allows reclassification

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 ¾H:1V or (53°) Degrees
Soil Reading: _____ (must be ≥ 1.5 T/SF)

☐ **Type B** - Medium stability: silt, sandy loam, medium clay soil; can have a maximum slope angle as 1H:1V or (45°) Degrees
Soil Reading: _____ (must be > 0.5 T/SF but < 1.5 T/SF)

☐ **Type C** - Least stable: gravel, loamy sand, soft clay soil; can have a maximum slope angle as 1 ½H:1V or (34°) Degrees
Soil Reading: _____ (must be ≤ 0.5 T/SF)

Method of Soil Test: ☐Visual ☐Manual ☐ Penetrometer (Manual Test) **(minimum of one manual and one visual soil test is required)**

Worker Protection Method to be Utilized (combinations acceptable)
NOTE: Competent Person can only approve these methods up to 20-foot in depth.

☐ Sloping
☐ Benching (Type A and Type B Cohesive Soil Only)
☐ Trench box/Trench Shield
☐ Timber/Hydraulic Shoring
☐ None Required

HAZARDOUS CONDITIONS:	Yes	No	N/A
Bulging Wall(s) present?	☐	☐	☐
Cracked or fissured wall(s)	☐	☐	☐
Saturated soil/Standing or seeping water – Is surface water controlled or diverted? (NOTE: Competent Person must be present during water pumping activity.)	☐	☐	☐
Floor heaving	☐	☐	☐
Frozen soil	☐	☐	☐
Super-imposed loads	☐	☐	☐
Vibration	☐	☐	☐
Depth > 20-foot? (If Yes, RPE is required)	☐	☐	☐

PLACEMENT OF SPOILS & EQUIPMENT:	Yes	No	N/A
Spoils are at least 2 feet from edge of trench	☐	☐	☐
Equipment/Materials are at least 2 feet from edge	☐	☐	☐

ACCESS RAMPS and/or LADDERS (must remain in-place at all times when excavation/trench is occupied):	Yes	No	N/A
Located in a protected area	☐	☐	☐
Within 25 feet of safe travel to egress (trench)	☐	☐	☐
Secured	☐	☐	☐
Leads to safe landing	☐	☐	☐
Extends 36 inches above the landing	☐	☐	☐
Ramp – proper slope (1 ½H:1V) and compacted	☐	☐	☐

EXCAVATION/TRENCH INSPECTION
AND ENTRY AUTHORIZATION FORM

Yes	No	N/A	HAZARDOUS ATMOSPHERE:	OTHER:	Yes	No	N/A
☐	☐	☐	Are there any activities near that could change the atmosphere within the excavation?	Are known utilities visibly marked/flagged prior to start of excavating?	☐	☐	☐
☐	☐	☐	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 ≥ 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?	☐	☐	☐
☐	☐	☐	Is any ventilation equipment needed to move air in the excavation?	Are overhead utilities or other overhead hazards present?	☐	☐	☐
☐	☐	☐	Has combustion powered support equipment been positioned at a location where exhaust does not enter the excavation?	Is frozen soil present?	☐	☐	☐

COMMENTS/DRAWINGS, as needed:

N O T E	**All unsafe conditions must be corrected prior to excavation/trench entry. If any hazardous conditions are observed, the excavation/trench 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/trench **SAFE** to enter? YES ☐ NO ☐ **Authorized By:** ***(Signature and Badge # of Competent Person)***