Excavation & Trenching Inspection Checklist

Daily Competent Person Inspection per OSHA 1926 Subpart P

Date: _____

Competent Person: _____

Project / Location: _____

Excavation Depth: _____

Soil Classification: Stable Rock / Type A / Type B / Type C

Protective System: Sloping / Benching / Shoring / Shielding / N/A (<5 ft)

Part 1: Pre-Entry & Soil Classification

Inspection Item	What to Check	OK	Fail	N/A
Competent person on site	Designated person present with authority to stop work. Trained in soil classification and protective system selection.			
Soil classification	At least one visual and one manual test performed per Appendix A. Classification documented. Reassessed after rain.			
Utility location	811 notification made 48-72 hrs prior. Utilities marked. Hand digging within tolerance zone.			
Surface conditions	Encumbrances removed/supported. Water diverted. Spoil pile 2+ ft from edge. Adjacent structures evaluated.			
Excavation permit	Permit issued (if required). Documents location, depth, soil, protective system, competent person.			

Part 2: Protective Systems & Access/Egress

Inspection Item	What to Check	OK	Fail	N/A
Protective system installed	System in place for 5+ ft depth per 1926.652. Matches soil type. Extends from bottom to top of excavation.			
Sloping/benching	Slope angle correct: A=3/4:1, B=1:1, C=1.5:1. No undercutting. No surcharge loads in failure zone.			
Shoring	Installed per specs. Hydraulics pressurized/locked. No gaps to soil. Timber components sound.			
Shielding (trench boxes)	Rated for depth/soil. Extends 18 in. above grade. No more than 2 ft excavation below bottom. Backfilled properly.			
Access and egress	Ladder/stairway/ramp within 25 ft lateral travel for 4+ ft depth. Ladders extend 3 ft above edge. Access clear.			

Part 3: Hazards & Ongoing Monitoring

Inspection Item	What to Check	OK	Fail	N/A
Atmospheric hazards	Testing where hazard expected. O2: 19.5-23.5%. Flammable <10% LEL. Toxic below PELs. Ventilation if needed.			
Water accumulation	No uncontrolled water in excavation. Dewatering equipment monitored. Safety harness if drowning hazard.			
Adjacent structures	Stability evaluated. Shoring/bracing installed where needed. Monitoring for settlement or cracking.			
Vehicular traffic	Workers in hi-vis vests. Barriers protecting excavation. Stop logs at edges. Signage directing traffic away.			
Daily inspection	Inspected before work and after rain/changing conditions. Evidence of cave-in potential documented. Workers removed until corrected.			

NEVER enter an unprotected excavation 5 feet or deeper. A cubic yard of soil weighs approximately 2,700 lbs. Cave-ins can occur without warning. OSHA willful violation penalties can reach $161,323 per violation.

Deficiencies Found

Item #	Deficiency Description	Priority	Corrective Action

Competent Person: _____ Date: _____ Signature: _____

Site Superintendent / Safety Manager: _____ Date: _____
Signature: _____