



Excavation & Trench Inspection

Pre-work and daily excavation checks: services, support, access, atmosphere, and edge protection.

PROJECT / SITE

EXCAVATION LOCATION / ID

COMPETENT PERSON

DATE / TIME

Inspection type

☐ Pre-start ☐ Daily ☐ After rain / event ☐ After alteration

DEPTH / DIMENSIONS

1. Planning & services

Permit to dig / excavation permit in place ☐ Yes ☐ No ☐ N/A

Underground services located / CAT & Genny used ☐ Yes ☐ No ☐ N/A

Trial holes completed where required ☐ Yes ☐ No ☐ N/A

Method / temporary works design available if needed ☐ Yes ☐ No ☐ N/A

KNOWN SERVICES / CONSTRAINTS

2. Stability & protection

Sides supported / battered / benched as required ☐ Pass ☐ Fail ☐ N/A

Shoring / trench box installed correctly ☐ Pass ☐ Fail ☐ N/A

Spoil stored at safe distance from edge ☐ Pass ☐ Fail ☐ N/A

Edge protection / barriers in place ☐ Pass ☐ Fail ☐ N/A

Safe access / egress provided ☐ Pass ☐ Fail ☐ N/A

Vehicle / plant exclusion from edges managed ☐ Pass ☐ Fail ☐ N/A

Atmosphere / gas risk assessed (if deep / confined) ☐ Yes ☐ No ☐ N/A

Safe to enter / continue? ☐ Yes ☐ No — stop work

DEFECTS / STOP-WORK REASONS

Corrective / follow-up actions

FINDING / ACTION REQUIRED	OWNER	PRIORITY	DUE DATE	STATUS

Sign-off

COMPLETED BY	DATE / TIME
SIGNATURE	
REVIEWED / APPROVED BY	