

**TRENCHING AND EXCAVATION
INITIAL CHECKLIST**

NCS Form 024

Job Number: _____ **Job Name:** _____ **Date:** _____

Project Description: _____

- | | | |
|--|-----|----|
| Have Utility companies been notified by the "One Call"? | Yes | No |
| Is the Excavation less than 5 feet deep? | Yes | No |
| Is there a danger from moving ground or cave in? | Yes | No |
| Will employees be exposed to vehicular traffic? | Yes | No |
| Are there other construction activities near the excavation operation? | Yes | No |
| Are there any utility lines near the excavation? | Yes | No |
| Is the soil assumed to be Type "C" soil? | Yes | No |

If the soil is not assumed as Type "C", complete the following.

Visual Observation:

Type A Yes No (Circle one)

Most stable: clay, silty clay, and hardpan (resists penetration). No soil is Type A if it is fissured, is subject to vibration of any type, has previously been disturbed, or has seeping water.

Type B Yes No (Circle one)

Medium stability: silt, sandy loam, medium clay and unstable dry rock; previously disturbed soils unless otherwise classified as Type C; soils that meet the requirements of Type A soil but are fissured or subject to vibration.

Type C Yes No (Circle one)

Least stable: gravel, loamy sand, soft clay, submerged soil or dense, heavy unstable rock, and soil from which water is freely seeping.

Layered geological strata (where soils are configured in layers) - The soil must be classified on the basis of the soil classification of the weakest soil layer. Each layer may be classified individually if a more stable layer lies below a less stable layer, i.e. where a Type C soil rests on top of stable rock.

Visual Observation: (Circle one) Dry Soil Moist Soil Wet Soil Saturated Soil

- | | | |
|--|-----|----|
| Soil Classification? Type _____ soil? | Yes | No |
| Are there any trees, boulders, or other objects near the excavation? | Yes | No |
| Can the trench be classified as a Confined Space? | Yes | No |

How is access/egress for the excavation provided? _____

List PPE required to work in this excavation?

Comments: _____

Inspected by: _____ **Date:** _____