# Appendix B: Trench Inspection Form

## TRENCH INSPECTION AND ENTRY AUTHORIZATION FORM

<table>
<thead>
<tr>
<th>Location:</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Time of Inspection(s):</th>
<th>Approx. Temp.:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Weather Conditions:</th>
<th>Crew Leader:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dimensions:</th>
<th>Supervisor:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Depth =</th>
<th>Hazardous Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trench</td>
<td>Yes No</td>
</tr>
</tbody>
</table>

- Solid rock (most stable) Yes
- Average soil No
- Fill material
- Loose sand

<table>
<thead>
<tr>
<th>Soil Type:</th>
<th>Tested:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

- Bulging wall(s)
- Saturated soil / standing or seeping water
- Cracked or fissured wall(s)
- Floor heaving
- Frozen soil
- Super-imposed loads
- Vibration
- Depth greater than 10’

## Protection Methods:

### Placement of Spoils & Equipment

(Walls MUST be vertical—NO voids)

- Equipment at least 2 feet from edge
- Equipment at end of trench
- Compressor, etc. at remote location

**Shoring**

- Timber
- Pneumatic
- Hydraulic
- Screw Jacks
- Trench Shield

**Uneven, Irregular Walls**

- Trench Box
- Trench Shield

**Sloping:**

- q 1:1 (45°)
- q 1 ½:1 (34°)

**Ladder Location**

- Located in protected area
- Within 25 feet of safe travel
- Secured

**Uneven, Irregular Walls**

- Extends 36 inches above the landing
- Leads to safe landing

<table>
<thead>
<tr>
<th>Environmental Conditions:</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes No</td>
<td></td>
</tr>
</tbody>
</table>

- Gas detector used?
- Confined space permit issued?
- Shoring equip. & mats inspected prior to use?
- Is trench SAFE to enter?

**Comments:**

**TO BE FILLED OUT BY EHS PERSONNEL**

- Excavation Entry Authorized By: [Signature]

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**Note:**

All unsafe conditions must be corrected prior to trench entry. If any hazardous conditions are observed, the trench must be immediately evacuated and no one allowed to re-enter until corrective action has been taken.