

Excavation Permit Form

(To be completed by a Competent Person)

Site Location:			
Date:	Time:	Competent Person:	
Soil Classification Method Used: ☐ Visual Test ☐ Manual Test ☐ Both			
Soil Classification:	Excavation Depth:	Excavation Length:	Excavation Width:
Type of Protective System Used:			
Purpose of Excavation:			

Indicate for each item: Yes, No, or N/A for Not Applicable

1: General Inspection of Jobsite:	Yes	No	N/A
A. Excavations, adjacent areas, spoil piles, access/egress points, nearby structures, and protective systems have been inspected and documented by the Competent Person prior to the start of work and after any hazard-increasing occurrence.	☐	☐	☐
B. The Competent Person has the authority to stop work and remove personnel from the excavation when unsafe conditions are identified.	☐	☐	☐
C. Surface encumbrances, materials, and obstructions have been removed, supported, or otherwise controlled.	☐	☐	☐
D. Employees protected from loose rock or soil that could pose a hazard by falling or rolling into the excavation.	☐	☐	☐
E. Spoils, materials, equipment, and surcharge loads are maintained a minimum of 2 feet from the excavation edge or otherwise restrained.	☐	☐	☐
F. Barricades, covers, fencing, or other controls are provided around excavations, pits, shafts, and similar openings as needed to prevent unauthorized entry.	☐	☐	☐
G. Walkways and bridges over excavations are equipped with appropriate fall protection where required.	☐	☐	☐
H. Warning vests or other highly visible clothing are provided and worn by all employees exposed to public vehicular traffic.	☐	☐	☐
I. Mobile equipment operating near the excavation is controlled through barricades, spotters, or other approved methods.	☐	☐	☐
J. Employees are prohibited from going under suspended loads.	☐	☐	☐
K. Employees are prohibited from working on the faces of slopes or benched excavations above other employees.	☐	☐	☐
L. Daily pre-task briefing has been conducted, and excavation hazards reviewed with affected workers.	☐	☐	☐
M. Overhead hazards have been identified and controlled (power lines, structures, equipment, suspended loads, etc.).	☐	☐	☐

2. Utilities	Yes	No	N/A
A. All known underground and overhead utilities have been identified through 811/One Call, utility owner records, site drawings, visual verification, potholing, or other approved locating methods.	☐	☐	☐
B. Utility locations have been clearly marked, communicated to affected workers, and field verified where necessary.	☐	☐	☐
C. Underground installations are protected, supported, or removed when excavation is open.	☐	☐	☐
D. 811/One Call notification requirements have been completed, and applicable response periods have elapsed prior to excavation.	☐	☐	☐
E. Known utility conflicts and minimum approach distances have been reviewed with the work crew.	☐	☐	☐

3. Means of Access and Egress:	Yes	No	N/A
A. Employees do not travel more than 25 feet laterally to reach a safe means of egress in excavations 4 feet or greater in depth.	☐	☐	☐
B. Ladders are secured, extending at least 3 feet above the landing surface, and are located within 25 feet of all workers.	☐	☐	☐
C. Employee access ramps are designed and maintained by a Competent Person.	☐	☐	☐
D. Structural ramps used for equipment are designated by a registered professional engineer (RPE).	☐	☐	☐
E. Ramps are structurally sound, uniformly constructed, and provided with slip-resistant surfaces where needed.	☐	☐	☐
F. Employees remain protected from cave-in hazards during entry and exit activities.	☐	☐	☐
G. Means of egress is maintained clear and unobstructed.	☐	☐	☐

4. Wet Conditions:	Yes	No	N/A
A. Groundwater, seepage, runoff, standing water, and weather conditions have been evaluated and controlled.	☐	☐	☐
B. Pumps, dewatering equipment, and associated controls are being monitored by a Competent Person.	☐	☐	☐
C. Surface water diversion measures are in place to prevent accumulation in the excavation.	☐	☐	☐
D. Excavations have been re-inspected following rain events, flooding, severe weather, or other hazard-increasing conditions.	☐	☐	☐

5. Hazardous Atmosphere:	Yes	No	N/A
A. Atmospheric monitoring has been conducted where oxygen deficiency, combustible gases, toxic substances, or other hazardous atmospheres may be present.	☐	☐	☐
B. Adequate controls are in place to protect employees from exposure to an atmosphere containing less than 19.5% oxygen and/or to other hazardous atmospheres.	☐	☐	☐
C. Sufficient ventilation is provided to prevent employee exposure to an atmosphere containing flammable gas in excess of 10% of the lower explosive limit of the gas.	☐	☐	☐
D. Atmospheric monitoring is performed before entry and periodically or continuously as conditions warrant.	☐	☐	☐
E. Emergency equipment, such as breathing apparatus, safety harness and lifeline, and/or basket stretcher are readily available where hazardous atmospheres could or do exist.	☐	☐	☐
F. Affected personnel have been trained on atmospheric hazards and rescue procedures.	☐	☐	☐
G. Safety harness, retrieval systems, harnesses, and lifelines are properly used and monitored when required.	☐	☐	☐
H. Atmospheric monitoring equipment is calibrated and bump-tested in accordance with manufacturer requirements.	☐	☐	☐

6. Support Systems	Yes	No	N/A
A. Protective systems have been selected based on soil classification, excavation depth, groundwater conditions, surcharge loads, nearby structures, vibration sources, and manufacturer or engineering requirements.	☐	☐	☐
B. Materials and equipment used for protective systems have been inspected and in good condition.	☐	☐	☐
C. Soil classification has been documented by the Competent Person and communicated to affected workers.	☐	☐	☐
D. Protective systems have been installed without exposing employees to the hazards of cave-ins, collapses, or threat of being struck by materials or equipment.	☐	☐	☐
E. Support system components are secured and installed in accordance with manufacturer requirements.	☐	☐	☐
F. Excavation below adjacent foundations or footings has been evaluated and approved when required.	☐	☐	☐
G. Excavation of material to a level no greater than two feet below the bottom of the support system and only if the system is designed to support the loads calculated for the full depth.	☐	☐	☐
H. Trench boxes, shields, and shoring systems are protected against unintended movements.	☐	☐	☐
I. Employees are prohibited from remaining in field system during vertical movement.	☐	☐	☐

7. Competent Person Evaluation	Yes	No	N/A
A. This excavation has been inspected and evaluated by the Competent Person. Work will be stopped and the excavation will be re-evaluated whenever conditions change or hazards are identified.	☐	☐	☐

Competent Person Signature:

Print Name: _____ Signature: _____ Date: _____

8. Daily Excavation Inspection Verification

By signing this Daily Inspection Sign-Off Log as the designated Competent Person, I certify that I have the authority to identify existing and predictable excavation hazards and to take prompt corrective measure to eliminate or control those hazards. I further certify that I have inspected the excavation, adjacent areas, and protective systems in accordance with company requirements and applicable OSHA excavation standards and have verified the following:

- Soil conditions, excavation dimensions, and configuration remain consistent with the approved permit.
- Protective systems (sloping, benching, shoring, shielding, trench boxes, etc.) remain in place, properly installed, and in good condition.
- Required access/egress, utility protections, and adjacent conditions remain acceptable and have not introduced new hazards.
- No evidence of instability, cave-in potential, hazardous atmospheres, or other hazardous conditions has been identified.
- No rain event, water accumulation, vibration, surcharge load, or other hazard-increasing occurrence has adversely affected the excavation without reevaluation.
- All permit requirements and control measure remain effective and controlled.

If any conditions have changed from those identified on the approved permit, work shall cease and the excavation shall be re-evaluated. A new permit or permit revision may be required before work resumes.

Day	Date	Time	Permit Revision Required?	Competent Person Name	Competent Person Signature
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