# Trench Inspection and Entry Authorization Form

<table>
<thead>
<tr>
<th>Location:</th>
<th>Date:</th>
<th>Time of inspections:</th>
<th>Weather conditions:</th>
<th>Approx. temp:</th>
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<th>Competent person:</th>
<th>Supervisor:</th>
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## Dimensions

<table>
<thead>
<tr>
<th>Depth:</th>
<th>Top W:</th>
<th>Bottom W:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top L:</td>
<td>Bottom L:</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

### Hazardous Conditions

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

## Soil Type

- Solid rock (most stable)
- Average soil
- Fill material
- Lose sand

### Soil Test

- Soil test performed:

## Protection Methods

- Shoring (walls MUST be vertical – NO voids)

### Placement of Spoils & Equipment

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

## Ladder Location

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

## Environmental Conditions

- Gas detector used?
- Confined space permit used?

### 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 re-entry until corrective action has been taken.

## Comments:

**Work Order #**

**TO BE FILLED OUT BY EHS PERSONNEL**

Evacuation entry authorized by: 

EHS Representative

Reviewed and Revised 3/24