

Audit/Inspection Checklist

Code Title	Safe excavation	Code No.	OSHJ-COP-08	Rev. No.	1.0
-------------------	-----------------	-----------------	-------------	-----------------	-----

Sr.	Checklist Item	Clause in the Code	Acceptable means of compliance
1	Are the excavation works properly planned, risk assessed, and follow a safe system of work?	5.1, 5.2,5.3,5.7: Planning, Risk Assessment, Safe System of Work, identifying exposed services	<ul style="list-style-type: none"> – Check for Site surveys and plans. – Check copy of RA. – Check for a copy of Permit to Work for excavation activity. – Check for documentation on: <ul style="list-style-type: none"> – Safe digging practices. – Identifying exposed services (electric cables)
2	Is there a proper type of support in place for excavation activity?	5.8,5.9 : collapse of excavation, choice of support method	<ul style="list-style-type: none"> – Visual inspection of excavation site for support systems according to the ground conditions. – Sheet piling, waling and strutting; – Hydraulic struts; – Proprietary support systems; – Soil nailing method; – Soldier pile support.

3	Are the edges protected from fall of objects, people and vehicles into the excavation?	5.11,5.12 : Materials falling into excavations, People and Vehicles Falling into Excavations	<ul style="list-style-type: none"> – Visual verification for the following: – Guards – Barricades – Signage's / lights – Materials and debris stored away
4	Are there necessary precautions in place for nearby structures, overhead and underground services?	5.13,5.14: Undermining nearby structures, Overhead and Underground services	<ul style="list-style-type: none"> – Visual verification the supporting for nearby structures. – Visually verify support of excavation. – Copy of Site survey and plan.
5	Are there necessary precautions in place for water logging, if required?	5.15: ground and surface water inflow	<ul style="list-style-type: none"> – Visual verification of pumping system in place.
6	Is there a provision for proper access/egress?	5.16.1: access and egress	<ul style="list-style-type: none"> – Visually verify access means are properly secured and safe for use.
7	Is the excavation properly illuminated and ventilated?	5.16.2, 5.16.3 : lighting, ventilation	<ul style="list-style-type: none"> – Visually verify arrangements for illumination and ventilation
8	Are the excavation works properly barricaded?	5.17: barricading	<ul style="list-style-type: none"> – Visually verify the barricade protection from fall of objects, vehicles and people.
9	Is the excavation work inspected periodically and as required?	5.18: inspections and examinations of excavations	<ul style="list-style-type: none"> – Copy of inspection / examination records. – Copy of the competency record of the inspector.



10	Are the employees working in excavation provided with necessary training?	6: training and competency	<ul style="list-style-type: none">– Copy of training records and certifications.
11	Is there a necessary procedure/arrangements in place for emergency rescue from the excavation?	7: emergency preparedness and response	<ul style="list-style-type: none">– Copy of emergency procedures document.– Visually verify emergency rescue equipment, if applicable.