

Underground Utility Locate & Excavation Checklist

Site / Project	_____	Address	_____
Inspector name	_____	Company	_____
Date	_____	Time	_____

Documentation aid only. Adapt this resource to the site, manufacturer instructions, and applicable local requirements. It does not replace a competent person, professional judgment, legal advice, or a required statutory form.

Inspection checklist

Pre-Excavation Planning & Documentation

☐	Has 811/Call Before You Dig been notified at least 2-3 business days prior to excavation? (Confirm notification number).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is the utility locate request valid and within the required timeframe (typically 30 days)?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are site drawings and utility maps readily available and reviewed with the excavation crew?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are emergency contact information (utility companies, emergency services) readily available on site?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Has a competent person been identified and assigned to oversee excavation safety? (Document name and qualifications).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is a soil classification report available, and has the soil type been properly identified by the competent person?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	If required by company policy or local regulations, is a valid excavation permit obtained and posted?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Has a daily safety briefing been conducted, covering potential hazards and safe work practices?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Has coordination with utility companies been established, especially for high-risk utilities (e.g., high-pressure gas lines)?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

☐	If excavation impacts traffic, is a traffic control plan in place and implemented effectively? (MUTCD compliance)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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Utility Locate Markings & Tolerance Zone

☐	Are all utilities within the excavation area clearly marked with paint, flags, or stakes, according to APWA color codes?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Visually verify the accuracy of utility markings against site drawings and utility maps.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Is the tolerance zone (typically 18-24 inches on either side of the marked utility) clearly identified?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Is hand-digging or vacuum excavation being used within the tolerance zone to expose utilities?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Has potholing (hydro-excavation or hand digging) been performed to visually confirm the location and depth of all utilities within the excavation area?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Are procedures in place for reporting damaged or unclear utility markings to the appropriate utility company?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Is the depth of the utility verified during potholing to ensure it matches the utility locate information?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Are utility markings clearly visible and maintained throughout the excavation process? (Re-marking as needed)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Do the utility markings adhere to the APWA color code standards (e.g., red for electric, yellow for gas)?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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Excavation Safety & Shoring

☐	If sloping or benching is used, are the angles and dimensions in compliance with OSHA requirements based on soil type?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	If shoring is used, has it been inspected by a competent person before each shift and after any changes in conditions?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Is the shoring system installed according to the manufacturer's specifications and a registered professional engineer's design (if required)?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Is safe access and egress provided to and from the excavation (e.g., ladder, ramp, stairs) every 25 feet?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Is the spoils pile located at least 2 feet away from the edge of the excavation?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are measures in place to prevent water accumulation in the excavation (e.g., dewatering, diversion ditches)?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	If there is a potential for hazardous atmospheres, is atmospheric testing conducted before entry and periodically during excavation?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is the stability of adjacent structures and utilities assessed and protected during excavation?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are warning systems in place for mobile equipment operating near the excavation edge (e.g., barricades, spotters)?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are underground installations protected, supported, or removed as necessary to ensure employee safety?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Personal Protective Equipment (PPE)

☐	Are all personnel within the excavation area wearing hard hats that meet ANSI Z89.1 standards?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are all personnel wearing appropriate eye protection (safety glasses, goggles) that meet ANSI Z87.1 standards?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are all personnel wearing high-visibility clothing (vests, shirts) that meet ANSI/ISEA 107 standards?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are all personnel wearing appropriate foot protection (safety shoes or boots) that meet ASTM F2413 standards?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are appropriate gloves being worn based on the task being performed (e.g., digging, handling materials)?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	If respiratory hazards are present, is a respiratory protection program in place and followed (including fit testing)?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is hearing protection available and used when noise levels exceed 85 dBA?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is all PPE in good condition and properly maintained?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Mobile Equipment & Vehicle Safety

☐	Are daily inspection records available for all mobile equipment (excavators, backhoes, trucks)?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are backup alarms functioning properly on all mobile equipment?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are seatbelts being used by all equipment operators?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are all equipment operators properly trained and certified to operate the equipment?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is a spotter used when equipment is operating in close proximity to utilities or personnel?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is there sufficient clearance between equipment and overhead power lines (minimum 10 feet)?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are vehicles parked safely, with parking brakes engaged, on level surfaces?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is equipment properly maintained and free from defects?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are safe trench crossing procedures in place for equipment and vehicles (e.g., trench plates)?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Findings

#	Item	Location	Severity	Action required
1				
2				
3				
4				
5				
6				
7				
8				

Signature

Inspector signature _____

Name _____

Date _____