

Excavation inspection register

Blank register for the inspections of one excavation, with the details an inspection report must contain and a checklist.

Where supports or battering are provided, nobody works in the excavation unless a competent person has inspected it, and any work equipment and materials that could affect its safety: at the start of the shift, after any event likely to have affected its strength or stability, and after any material has unintentionally fallen or been dislodged.

Work must not go ahead until the inspector is satisfied it can be done safely.

If the inspector is not satisfied, they must tell the person the inspection was for before the end of the shift, and give them a written report within 24 hours. Keep the report on site until the construction work is finished, then for 3 months.

Keep a record of each inspection and put any faults right immediately.

The excavation

Inspection carried out for (name and address) _____

Description (size, depth and ground) _____

Plant and materials near the edge _____

Location of the excavation _____

Support or battering provided _____

Start date _____

Inspection record

Reason for the inspection: start of shift, after an event affecting stability, or after a fall of material.

Date and time	Reason for inspection	Safe to work?	Matters that could give rise to a risk	Action taken	Further action needed	Name and position of inspector

Inspection checklist

Use the checklist at each inspection. Tick each item that is in order and record anything else in the register.

Check	Date:	Date:	Date:	Date:	Date:	Date:
Supports or battering in place and sound						
No loose material or spoil that could fall in						
Plant and vehicles kept back from the edges						
Edges protected with barriers						
Safe way in and out, with ladders secured						
No undermining of nearby structures, scaffolds or services						
Water controlled						
No engine exhaust fumes in the excavation						
Inspected by (initials)						

Based on: The Construction (Design and Management) Regulations 2015, regulations 22 and 24; HSE, Excavations.

- CDM 2015, regulation 22: <https://www.legislation.gov.uk/ukxi/2015/51/regulation/22>
- CDM 2015, regulation 24: <https://www.legislation.gov.uk/ukxi/2015/51/regulation/24>
- HSE, Excavations: <https://www.hse.gov.uk/construction/safetytopics/excavations.htm>

Blank template from The Site Book, October 2026. Fill it in for the actual job and site.