

EXCAVATION INSPECTION RECORD

INSPECTION — EVERY SHIFT

At the start of every shift, after any event affecting stability, and after a fall of material

KD-INS-EX-002 Rev A0

CDM 2015 reg 22: an excavation is inspected by a competent person at the start of every shift in which it is to be worked in, after any event likely to have affected its strength or stability, and after any accidental fall of rock, earth or other material. Reg 24 sets out the report — made before the end of the shift, kept on site until the work is complete, then three months. One sheet per excavation per week.

1 THE EXCAVATION

PROJECT / SITE REF	SITE	WEEK COMMENCING / PERIOD	INSPECTOR (COMPETENT PERSON)
EXCAVATION REF / LOCATION	DEPTH (M)	SUPPORT SYSTEM	SERVICES LOCATED? (REF)

2 DAILY INSPECTION — TICK ONLY WHAT IS TRUE, RECORD ANYTHING ELSE IN SECTION 3

DAY / DATE	TIME	SIDES / SUPPOR...	EDGE PROTECTION, S...	WATER / GROUN...	ACCESS AND...	SERVICES EXPOSE...	PLANT KEP...	SAFE TO E...	INSPECTOR INITI...

3 MATTERS FOUND, ACTION TAKEN AND FURTHER ACTION NEEDED (CDM REG 24 CONTENT)

DATE	MATTER IDENTIFIED	ACTION TAKEN	FURTHER ACTION / BY WHOM

4 SIGNATURES

Inspector:						
PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME	
Site manager — seen:						
PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME	

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-08-28	first-issue	First issue.	— not yet approved —
A0	2026-08-29	review	Approved for issue by the author. Content unchanged from the draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.