

Site inspection record

RAMS say how the work should be done. The walk shows how it is being done. The gap is the point.

Cover the same areas in the same order each time — that is what finds the thing that has changed. Give every finding a severity, an owner and a date, and close it out with evidence rather than with a tick next week.

SITE	INSPECTED BY	DATE
TIME	AREAS COVERED	INSPECTION REFERENCE

ACCESS, WELFARE AND HOUSEKEEPING

	OK	FINDING	N/A
Site secure, boundaries intact, public excluded	☐	☐	☐
Signage and site rules displayed	☐	☐	☐
Pedestrian routes segregated from plant and vehicles	☐	☐	☐
Traffic management working as planned	☐	☐	☐
Welfare facilities adequate, clean and stocked	☐	☐	☐
First aid provision in place	☐	☐	☐
Housekeeping, waste and material storage	☐	☐	☐
Lighting adequate for the work and the season	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

WORK AT HEIGHT

	OK	FINDING	N/A
Edge protection complete at every open edge	☐	☐	☐
Scaffolds tagged, in date and unaltered	☐	☐	☐
Ladders appropriate, secured and in good condition	☐	☐	☐
Mobile towers correctly erected, with current inspection	☐	☐	☐
MEWPs in date, operators trained, harnesses used where required	☐	☐	☐
Fragile surfaces identified, covered or guarded	☐	☐	☐
Openings and voids covered, fixed and marked	☐	☐	☐
Nothing being dropped or thrown	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

GROUND, SERVICES AND TEMPORARY WORKS

	OK	FINDING	N/A
Excavations supported, battered or otherwise made safe	☐	☐	☐
Excavation edges protected and access provided	☐	☐	☐
Services located, marked and protected	☐	☐	☐
Overhead services identified and clearance maintained	☐	☐	☐
Temporary works in place as designed, and signed off	☐	☐	☐
Temporary works coordinator arrangements being followed	☐	☐	☐
Spoil and materials kept clear of excavation edges	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

PLANT, EQUIPMENT AND ELECTRICAL

	OK	FINDING	N/A
Plant in good condition, with inspection records available	☐	☐	☐
Lifting equipment and accessories with current examination records	☐	☐	☐
Operators trained and authorised for the plant they are on	☐	☐	☐
Quick-hitch and attachment security checked	☐	☐	☐
Electrical supplies, leads and tools in good order and tested	☐	☐	☐
Fuel, oil and chemicals stored and bunded	☐	☐	☐
Guards in place on all machinery	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

PEOPLE AND PAPERWORK

	OK	FINDING	N/A
Everybody on site has been inducted	☐	☐	☐
PPE being worn as the site requires	☐	☐	☐
RAMS available for the work in progress, and being followed	☐	☐	☐
Permits in place where required, and current	☐	☐	☐
Supervision present and visible	☐	☐	☐
Previous inspection findings closed out	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

FINDINGS

Each with a severity, an owner and a target date. An unguarded excavation and an untidy welfare unit are not the same finding.

IMMEDIATE ACTION TAKEN

Anything stopped, closed off or made safe during the walk.

What — by whom — time

What — by whom — time

Any work stopped, and who was told

SIGN-OFF

INSPECTED BY	DATE
ISSUED TO	DATE
NEXT INSPECTION	PREVIOUS FINDINGS ALL CLOSED?