

Site Inspection Checklist

General site walk-round covering setup, welfare, work at height, plant, electrical, fire and housekeeping. · Free template from SiteAudit — siteaudit.app/templates

PROJECT	ADDRESS	INSPECTED BY	ROLE
DATE	TIME	WEATHER	NEXT INSPECTION DUE

Ref	Item	Y / N / N/A	Observation / evidence	Action required	Owner	Due date	Status
1. Site setup & access							
1	Site perimeter secure with no unauthorised access points						
2	Site rules, signage and emergency information displayed at the entrance						
3	Pedestrian and vehicle routes segregated and clearly marked						
4	Traffic management plan in place and being followed						
5	Induction records up to date for everyone currently on site						
2. Welfare							
6	Toilets clean, stocked and adequate for the numbers on site						
7	Drying room and secure storage for personal belongings available						
8	Rest area with means of heating food and drinking water						
9	First aid kit stocked and a trained first aider on site						
10	Accident book and emergency contact details available						
3. Work at height							
11	Scaffold tagged and inspected within the last 7 days						
12	Edge protection complete: guardrail, intermediate rail and toe board						
13	Ladders secured, in good condition and used for access only						
14	MEWPs inspected, operators trained and harnesses worn where required						
15	Openings and voids securely covered, fixed down and labelled						
4. Plant & equipment							
16	Plant inspection records available and in date						

Ref	Item	Y / N / N/A	Observation / evidence	Action required	Owner	Due date	Status
17	Operators hold valid certification for the plant in use						
18	Exclusion zones set up around slewing and moving plant						
19	Reversing controlled by banksman, camera or one-way system						
20	Refuelling carried out in a bunded area away from drains						
5. Electrical							
21	110V equipment used for portable tools where required						
22	PAT records in date and labels legible						
23	Leads routed off the ground and free from damage						
24	Temporary distribution boards locked, RCD protected and unobstructed						
25	Overhead and buried services identified, marked and protected						
6. Fire & emergency							
26	Fire points in place, correctly signed and unobstructed						
27	Extinguishers of the correct type, in date and accessible						
28	Escape routes clear and emergency lighting working						
29	Hot works permit issued and fire watch arranged where applicable						
30	Flammables stored in a designated, locked and ventilated store						
7. Excavations & groundworks							
31	Excavations inspected before each shift and after any collapse or fall						
32	Barriers and edge protection to all open excavations						
33	Spoil heaps set back from the excavation edge						
34	Safe means of access into and out of the excavation						
35	Services located, marked and proven before digging						
8. COSHH & environmental							
36	COSHH assessments available for all substances in use						
37	Substances stored correctly with containers labelled and closed						
38	Spill kit available near fuel and chemical storage						

Ref	Item	Y / N / N/A	Observation / evidence	Action required	Owner	Due date	Status
39	Waste segregated and skips covered or netted						
40	Dust and noise controls in use (water suppression, on-tool extraction)						
9. Housekeeping & PPE							
41	Walkways clear of materials, waste and trip hazards						
42	Materials stacked safely and secured against wind						
43	Adequate task and access lighting in all work areas						
44	Correct PPE worn by everyone on site including visitors						
45	Protruding nails, banding and sharps removed or made safe						

How to use this template

1. Walk the same route every time. Consistency is what makes one inspection comparable with the last.
2. Mark N/A rather than leaving a line blank — a blank line reads as "not looked at".
3. Anything marked N needs an action, an owner and a date on the same line, or it will not get fixed.
4. Record what you saw in the observation column, not what you concluded. "Toe board missing to north elevation, lift 3" is evidence.
5. Photograph every N. Close it out with a second photo.

SiteAudit runs this checklist on your phone or tablet, works fully offline, attaches photos to every line and exports a signed PDF report before you leave site. Free to start at siteaudit.app