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Traffic Management Near Excavation Checklist & Field Guide

Traffic Management Near Excavation interactive checklist for site teams; commentable and photo-enabled, with export as PDF/Excel for approvals, audits, and compliant barriers, lighting, flagging, and detours.

Project:
Date:
Filled by:

Planning & Documentation	
1	Confirm the latest approved traffic management plan is at the workface; verify title, revision, and date match the excavation stage; capture a photo with the plan visible and record the revision ID.
2	Verify required notifications/permits are on file per approved project specifications and authority requirements; note permit numbers, validity dates, and issuing authority; take a photo of posted permits.
3	Hold a pre-shift briefing with flaggers, plant operators, and supervisor; cover detours, hazards, and emergency access; collect signatures on toolbox-talk sheet and photo the briefing board.
4	Stake and mark the excavation influence zone per plan using tape/paint; maintain offsets within ±0.2 m from plan; attach annotated photos showing measurements and stake IDs.
5	Record weather and visibility before work; if visibility < 200 m or wind > 10 m/s, apply plan contingencies or pause flagging; attach a timestamped weather screenshot and action taken.

Signage & Communication	
6	Install advance warning signs at planned chainage using a measuring wheel; placement tolerance ±5 m; photograph each sign with chainage reference or measured distance.
7	Inspect sign condition and reflectivity; ensure clean, undamaged, and night-suitable reflective sheeting; acceptance: retroreflectivity above manufacturer minimum; document with close-up photos and inspection log.
8	Post site speed limit signs per plan (e.g., 10–20 km/h) at entry points and before detours; verify sign mounting height 1.5–2.0 m using a tape measure; capture photos.
9	Issue two-way radios to all flaggers/spotters; perform a radio check and record call signs and times; acceptance: 100% devices pass; attach the radio-check log.
10	Display a simplified detour diagram at the site access and briefing board showing dates, contact number, and emergency route; photograph the display in situ.

Barriers & Protection	
11	Install continuous physical barriers along the excavation edge as per plan; offset ≥ 1.0 m from crest; ensure no gaps > 0.2 m; provide measured, geo-tagged photos.
12	Erect pedestrian fencing minimum 1.2 m high with toe-board where drop > 0.6 m; post spacing ≤ 2.0 m; evidence: measurements recorded and photos along the run.
13	Install approved end treatments or taper buffers per plan; verify orientation with traffic and taper length within ±10% of plan; photograph device labels and setup.
14	Secure service and access points with lockable gates; keep closed when unattended; record lock ID and add a log entry; attach a photo of the secured gate.
15	Place trench plates for crossings; confirm plate rating exceeds expected axle load by ≥ 20%; edges pinned or ramped; evidence: plate serials, manufacturer data, and photos.

Lighting & Visibility	
16	Position lighting towers to avoid driver glare; measure ≥ 50 lx on detour paths and ≥ 100 lx at flagging points at 1.0 m height using a lux meter; log readings.
17	Route power cables overhead or through cable ramps; eliminate trip hazards; use IP-rated connectors; acceptance: overhead clearance ≥ 2.5 m; attach photos.
18	Fit cones/delineators with reflective collars; spacing ≤ 5 m along tapers and exposed edges; replace damaged or contaminated devices immediately; provide photos of full runs.
19	Maintain lighting and fuel spares to cover the shift plus 25%; evidence: inventory count, storage location photo, and sign-out log for replacements.

Flagging & Detours	
20	Verify flaggers hold current training and photo ID; PPE includes Class 3 high-visibility garments, hard hat, and gloves; capture ID snapshots (with permission) and expiry dates.
21	Position flaggers as per plan; confirm sight distance ≥ 80 m for 20 km/h traffic using a laser rangefinder; record measured distance and a location photo.
22	Confirm radio and hand-signal protocols; rehearse STOP/SLOW and emergency halt before opening; collect signatures on drill checklist and attach a photo.
23	Inspect vehicle detour: clear width ≥ 3.5 m, gradient ≤ 10%, curve radius ≥ 12 m, firm surface without standing water; record measurements and photographs.
24	Set pedestrian detour: width ≥ 1.2 m, ramps ≤ 1:12 at crossings, lighting present, and barrier separation from vehicles; provide measured photos.

Monitoring & Records	
25	Complete start and end-of-shift inspections; document defects and rectification times; acceptance: no unresolved critical items before opening; attach signed checklists with timestamps.
26	Capture geo-tagged photos after initial setup and after any modification; store in a dated folder linked to chainage/grid; attach the folder link.
27	Redline any deviations to the plan and obtain traffic manager approval before implementation; attach the marked drawing and approval signature.
28	Verify emergency access remains unobstructed; conduct a timed drill to clear a barrier section; acceptance: response time ≤ 2 minutes; record stopwatch result.
29	Remove or reconfigure temporary controls when excavation stages change or works pause > 24 h; store devices safely; attach closeout photos and inventory reconciliation.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Traffic Management Near Excavation is the structured process of implementing and verifying temporary controls that keep vehicles, plant, and pedestrians safely separated around dig zones. This checklist supports work zone traffic control, detour management, and flagging operations within construction sites. The scope is implementation only: verify barriers, lighting, flagger positioning, and signed detours against the approved traffic management plan—per approved project specifications and authority requirements—without redesigning public roads or permanent layouts. By focusing on practical placements, measurable tolerances, and daily documentation, the checklist helps avoid edge strikes, reversing incidents, pedestrian interface risks, and night-shift visibility failures. It also accelerates audits and approvals with photo evidence, radio-check logs, and redlined plans where adjustments are required. Use this interactive tool to tick items in real time, add comments, and export PDF/Excel reports secured by a QR code for traceable sign-offs.	1. Preparation: bring the approved traffic plan, measuring wheel/tape, lux meter, laser rangefinder, radios, camera/phone for geo■tagged photos, PPE, and device inventories. Confirm permits and weather, and gather the crew for a briefing. 2. Site walkdown: trace the planned detour and work area, noting sign chainage, barrier runs, flagger stations, and lighting tower positions. Identify constraints before deployment to avoid rework. 3. Start interactive mode: open the checklist on your device, tick items as you verify placements, and attach photos, measurements, and documents directly to each step for traceability. 4. Comment and collaborate: use in■item comments to flag issues, assign actions, and capture approvals. Keep a record of radio checks, briefings, and redlined plan segments. 5. Export and share: generate a PDF or Excel report with embedded photos and timestamps; the QR code secures authenticity for audits and site inspections. 6. Sign■off and archive: capture digital signatures from the supervisor and traffic manager, distribute to stakeholders, and archive by date, location, and stage for rapid retrieval.