



Construction SOP Template

A standard operating procedure (SOP) is a documented, step-by-step instruction for performing a construction task the same safe way every time. Use this template to write a construction SOP for any task on site, from excavation and scaffolding to concrete pours, electrical work, and site security. Replace the prompts in each section with your own detail, then have it reviewed and approved before use.

How to use it: fill in the header, complete each section, and keep the revision history up to date. You can print and complete this on paper, or build the same SOP as a digital checklist in GoAudits so staff complete it on mobile with photos, timestamps, and an audit trail.

SOP header

SOP title		SOP number	
Version		Effective date	
Prepared by		Review date	
Approved by		Department / site	

1. Purpose

State why this SOP exists and what it should achieve (for example, to prevent falls when working at height on scaffolding).

2. Scope

Define where and to whom the SOP applies: the tasks, site areas, project phases, and roles it covers, and anything it does not.

3. Responsibilities

List who is responsible for carrying out, supervising, and verifying the procedure (for example, site supervisor, competent person, safety officer).

4. Definitions

Explain any terms, abbreviations, or acronyms used (for example, competent person, permit to work, PPE) so every reader interprets the SOP the same way.

5. Materials and equipment

List everything needed to perform the task: tools, machinery, PPE, barriers or signage, and any forms or logs.

6. Procedure (step by step)

Write each action as a short, ordered step in plain language. Include the critical limits and checks that make the task safe.

1. _____
2. _____
3. _____
4. _____
5. _____

7. Monitoring and verification

State what to check, how often, who checks it, and how it is recorded (for example, inspect scaffolding before each shift and record on the inspection tag).

8. Corrective actions

Describe what to do when something is out of limits: the immediate fix, who to tell, and how to stop it happening again.

9. Records

List the records this SOP produces and where they are kept (for example, inspection tag, permit to work, incident log).

10. Revision history

Version	Date	Description of change	Approved by
1.0		Initial version	

Worked example: Excavation and Trenching Safety SOP

This filled example shows how the template looks in practice for a common construction task. Use it as a model, then adapt the detail to your own equipment, ground conditions, and limits.

SOP title	Excavation and trenching safety	SOP number	CS-012
Version	1.0	Effective date	01 / 02 / 2026
Prepared by	Site Safety Officer	Review date	01 / 02 / 2027
Approved by	Project Manager	Department / site	Site A, Groundworks

1. Purpose

To prevent cave-ins, falls, and utility strikes during excavation and trenching work, in line with site safety requirements.

2. Scope

Applies to all excavations and trenches over 1.2 metres (4 feet) deep on site, for all groundworks crew and any contractor working in or near the trench.

3. Responsibilities

The competent person inspects the excavation before entry and after any change in conditions. The site supervisor confirms permits and protective systems are in place. The safety officer verifies the SOP is followed during site audits.

6. Procedure (step by step)

1. Confirm underground utilities have been located and marked before digging.
2. Obtain a permit to work and confirm the competent person has inspected the site.
3. Install a protective system (sloping, benching, shoring, or a trench box) appropriate to the soil type and depth.
4. Keep spoil and equipment at least 0.6 metres (2 feet) back from the trench edge.
5. Provide a safe means of access and egress within 7.6 metres (25 feet) of all workers in the trench.
6. Re-inspect the excavation after rain, vibration, or any other change in conditions.

7. Monitoring and verification

The competent person inspects the excavation daily and after any change in conditions, recording findings on the excavation inspection log. The site supervisor reviews open permits each morning.

8. Corrective actions

If unsafe conditions are found, stop work and evacuate the trench immediately. Do not re-enter until the competent person has reassessed the protective system and cleared it as safe.

Turn your construction SOPs into scored digital checklists

GoAudits converts your construction SOPs into mobile checklists your team completes on site, with photo and timestamp proof, corrective action plans, and a multi-site score dashboard. Start a 14-day free trial, or book a demo to see it on your own SOPs.

[Start free trial](#)[Book a demo](#)