

Every Ground Penetration, Excavation and Shoring Approval Form

Work requested by		Work to be performed by	
Excavation date	Location	Job/project	
Reason for excavation		Approximate depth	Personnel entry required YES / NO

The Competent Person shall verify by personal observation/research or by consulting an expert that the following areas have been considered and present no known obstacles with the planned excavation.

Area	Method used		Date
	Personal observation / research	Expert consulted (list contact)	
Operations			
Telecommunications			
Substation Engineering			
Site Engineering			
Overhead line clearance			
Utility Locates (MO: 1.800.DIG.RITE KS: 1.800.DIG.SAFE)			
Other (_____)			

Comments

Other considerations that may require additional precautions	Yes	No
Are exploratory digging techniques (e.g. vacuuming, potholing, etc.) required?		
Are unknown underground hazards suspected?		
Does a potentially hazardous atmosphere exist?		
Is the trench or excavation exposed to vehicular traffic?		

Competent Person		
Ensure that all workers are briefed on potential hazards. Ensure that all workers are aware of the requirement to stop work and notify the Competent Person if unknown obstacles, buried waste material, unstable soil or unusual conditions are encountered during the excavation. The Competent Person shall then determine how to proceed. Job review complete, excavation may commence:		
Printed name	Signature	Date

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Excavation Closeout			
If there were any obstacles discovered during the excavation that weren't identified prior to the dig, it is essential that information on the obstacles get forwarded to the responsible persons so that any relevant documentation can get updated. List any obstacles discovered and who was informed.			
Obstacle*	Location	Who informed	Date
If there were any new installations added during the job that might present obstacles on a future excavation, it is essential that information on the obstacles get forwarded to the responsible persons so that any relevant documentation can get updated. List any new installations and who was informed. Information on new installations must always be sent to the as-built P&ID custodian.			
Installation*	Location	Who informed	Date
Was buried waste or some other environmental concern encountered? If so, the Site Environmental Compliance Administrator (ECA) must be notified.	YES / NO	ECA notified.	YES / NO
Competent Person			
Job closeout complete:			
Printed name	Signature	Date	

Forward this form to the Site Safety Coordinator when completed.

*Attach additional sheet(s) if needed.