



# Pre-Excavation Checklist

## Before **EVERY** Excavation



### In the Office

- Review all drawings, plans, engineering blueprints for existing buried facilities
- Proposed excavation area has been marked in white paint and/or flags
- Call 811 at least 2-3 business days before excavation (check your state One Call laws)
- Locate ticket number is posted at the work location
- Onsite meeting scheduled with all high profile facilities in locate area (gas/oil pipelines, high-voltage cables, fiber optic)

### Onsite

*Complete a pre-excavation walkthrough of the entire jobsite and adjacent areas*

#### Visual Inspection of Jobsite

- Signs or marking posts
  - Pavement markers (stamped nails, pavement decals, A-tags)
  - Surface markers
- Other surface signage for landscaped areas
- Locate marks
- Consult any maps or field sketches of the location
- Identify all services to buildings such as:
  - Gas meters
  - Farm taps
  - Pipeline valves
  - Cable pedestals
  - Electric cables
  - Water valves
  - Telephone closures
- Look for the evidence of trench lines from the previous excavation
- Look for the cleared pipeline ROWs
- Talk with the property owner or general contractor to identify potential private facilities that may not be marked:
  - Lighting
  - Outbuildings
  - Pools/Spas
  - Irrigation
  - Sewer laterals
  - Propane tanks
  - Communications lines

#### Document of Jobsite

- Compare actual jobsite to One Call ticket
  - One Call ticket covers the scope of the work
  - One Call ticket "Work to Begin" date is valid
  - All utilities have responded
  - All facilities are marked within the excavation area
- Photograph the jobsite
  - Locate marks and flags from 360°
  - Permanent signage and location relative to the dig area:
    - Note location, height, and operator of overhead lines
    - Note all required safety signage
  - Video and/or sketches where pertinent

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### Before You Dig

- Review safety information with anyone working the job
- Confirm with facility owner vacuum or hydro excavation is scheduled for all pipelines impacted
- Locations for hand digging within the tolerance zone are noted
- Representatives for all critical facilities are present
- Emergency equipment available when hazardous atmospheres are potentially present
- List of all emergency contact numbers for assets in and adjacent to the dig zone is readily available
- The location and route to the nearest hospital is known by onsite supervisors