



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