

PERMIT HOLDER	10001	Ref. WP #	Permit Holder			Date
	Other Certificates/ supporting documents	<input type="checkbox"/> Confined Space Entry	<input type="checkbox"/> Electrical	<input type="checkbox"/> Lift Plan	Estimated Time of Completion: _____	
		<input type="checkbox"/> Hot Work	<input type="checkbox"/> LOTO	<input type="checkbox"/> Traffic management plan		
		<input type="checkbox"/> Excavation	<input type="checkbox"/> Working at height	<input type="checkbox"/> Emergency response plan		
	Work Location			Excavation Dimensions Maximum depth: _____ Width: _____ Length: _____		
	Project & work description			Method of Excavation <input type="checkbox"/> Hand <input type="checkbox"/> Backhoe <input type="checkbox"/> Excavator <input type="checkbox"/> Other:		
	SITE VERIFICATION CHECKLIST (for presence of underground services)					
	Describe how the following items have been considered for detection (e.g. ground penetrating radar, induced signal (RF), drawings, visual)					
	Product pipe lines		Air services			
	Power cables		Steam services			
Instrument cables		Hot oil services				
Telephone/comms		Fire & foam services				
Gas services		Drains				
Water services						
I have confirmed the status of underground services mentioned above at the proposed excavation site.						
Permit Holder:		Signature:		Date:	Time:	
For MECHANICAL EXCAVATIONS , the relevant maintenance and services supervisors shall sign to indicate that all relevant drawings have been checked and any known underground cables and equipment noted.						
	Underground services present	Name	Signature	Designation	Date	
a. Civil	Y / N / NA					
b. Mechanical	Y / N / NA					
c. Electrical	Y / N / NA					
PERMIT ISSUER	SITE HAZARDS					
	<input type="checkbox"/>	Excavation in hazardous zone	<input type="checkbox"/>	Working on road		
	<input type="checkbox"/>	Exposure to gases from soil type	<input type="checkbox"/>	Resource consent required		
	<input type="checkbox"/>	Fall risk fo 1.8m or more	<input type="checkbox"/>	Excavation adjacent to buildings or structures		
	<input type="checkbox"/>	Involves tank removal/installation	<input type="checkbox"/>	Others		
	<input type="checkbox"/>	Involves demolition				
	CONTROLS (Permit Issuer to check required controls and then initial once controls are in place)					
	Req'd	Confirmed				
	<input type="checkbox"/>	<input type="checkbox"/>	Contact local authorities for the services (Dial Before You Dig)			
	<input type="checkbox"/>	<input type="checkbox"/>	Piping and electrical/instruments localised by hand digging (with spades) within 1 meter radius around piping/cabling			
<input type="checkbox"/>	<input type="checkbox"/>	Identified cabling/piping marked with wooden pegs or spray paint				
<input type="checkbox"/>	<input type="checkbox"/>	Advice required from a chartered professional engineer for excavation adjacent to building or structures				
<input type="checkbox"/>	<input type="checkbox"/>	Exposed piping and cabling to be assessed for support requirements				
<input type="checkbox"/>	<input type="checkbox"/>	Workers to maintain safe distance while equipment is in operation (guide 2m radius for swing radius and drop zones)				
<input type="checkbox"/>	<input type="checkbox"/>	Fall protection required for potential fall distance of 1.8 meters or more				
<input type="checkbox"/>	<input type="checkbox"/>	Install and maintain a 2m clear cordoned area around the excavation to prevent falls				
<input type="checkbox"/>	<input type="checkbox"/>	Confirm mechanical plant SWL, position and access, including operator safe access to cab				
<input type="checkbox"/>	<input type="checkbox"/>	Protection from falling objects provided for the public and workers				
<input type="checkbox"/>	<input type="checkbox"/>	A 1m high barrier/fencing or cover to be erected around open excavation left unattended overnight				
<input type="checkbox"/>	<input type="checkbox"/>	Slopes required for excavation deeper than 1.5 meters to prevent collapse				
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical plant, vehicles and/or heavy loads must be a minimum of 600mm from the edge of the excavation				
<input type="checkbox"/>	<input type="checkbox"/>	For excavation 6 meters or deeper, services of a specialised chartered professional engineer				
<input type="checkbox"/>	<input type="checkbox"/>	Additional PPE required for handling contaminated soil				
<input type="checkbox"/>	<input type="checkbox"/>	Hazard warning notices to be placed at all exits and entrances to work area, including after hours contact details				
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical plant and equipment inspections completed				
<input type="checkbox"/>	<input type="checkbox"/>	Daily inspection of the structural integrity of excavation to be conducted and recorded prior to start of work, and after rain or other event that would affect the stability of the face				
APPROVAL	APPROVAL TO START WORK					
	I certify that I have reviewed the proposed work and I am satisfied that it is adequately described on the Work Permit and that the controls detailed in this certificate are adequate and clearly defined.					
	The Work Permit is allowed		FROM (Date/time)		TO (Date/time)	
	Permit Holder:		Signature:		Date:	Time:
	I certify that I am aware of the planned work and the controls detailed on the Work Permit and will ensure that work only proceeds when all the conditions set out in the documentation are met.					
Permit Issuer:		Signature:		Date:	Time:	
CLOSE OUT	CLOSE OUT					
	The excavation work has been completed and the work area restored to the original condition					
	Permit Holder:		Signature:		Date:	Time:
I have checked the worksite and confirmed that the excavation has been completed.						
Permit Issuer:		Signature:		Date:	Time:	