



## Pre-excavation *Checklist*

### BEFORE EVERY EXCAVATION

#### IN THE OFFICE

- Review all as-built drawings, plats, plans and records of existing, abandoned and out-of-service facilities
- Proposed excavation area has been marked in white paint with company name or initials
- Call 811 at least 2 -3 business days before excavation (check your state One Call laws)
- Locate ticket number is posted at the jobsite
- Onsite meeting scheduled with all high profile facilities in locate area (gas/oil pipelines, high-voltage cables, fiber-optic)

#### AT THE JOBSITE

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

#### *Visual Inspection of Jobsite:* *Permanent markers:*

- Signs or posts
  - Curb Markers
  - Pavement markers (stamped nails, pavement decals, A-tags™)
  - Soil Markers
- Others 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

- Cable pedestals
- Electric Cables
- Water Valves
- Sewer laterals
- Telephone closures
- Look for evidence of trench lines or cleared ROWs
- Interview 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° at varying distances for perspective
  - Permanent signage and location relative to the dig area:
    - Note location, height, and operator of overhead lines
    - Note all required safety signage
    - Barricade-Area?
- Video and/or sketches where pertinent

#### BEFORE YOU DIG

- Review Safety Information with employees
- Use a locator capable of detecting metal as a safe-guard against a false "all-clear" in unmarked areas
- Vacuum or hydro excavation us scheduled for all parallel to the dig
- 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

**Damage Prevention  
is a Shared Responsibility**

