

# PENETRATION AND EXCAVATION PERMIT FORM

<b>AUTHORITY TO WORK (ATW) NUMBER:</b>	
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This Permit will be completed and incorporated as part of the Authority to Work Permit. In signing the Authority to Work Permit, persons undertaking Penetration and Excavation activities are acknowledging that all conditions outlined in this permit have been satisfied.

**Section 1 - To be completed by the person requesting the Permit**

<b>Person Requesting Permit:</b>	
<b>Position:</b>	
<b>Company:</b>	
<b>Drawing Numbers:</b> <i>(please attach drawings)</i>	
<b>Refer to WISE folder:</b> Asset Management/ 01 - Data Storage/Drawings/ Sketches/Photos	
<b>Job Location:</b>	
<b>Job Description:</b> <i>(Depth, width, reason, method of excavation or penetration to be used, etc)</i>	

- CONDITIONS**
1. This Permit is supplementary to the Authority to Work Permit #459470. It **MUST NOT** be used alone. Refer to relevant site procedures.
  2. This Permit must be presented when requesting an Authority to Work Permit requiring excavation or breaking into walls, ceilings, floors or ground.
  3. This Permit is valid only for the job described on the Authority to Work Permit.
  4. Attach a sketch of the job area if no reference drawing is available. Show existing structures, foundations and underground, underfloor, ceiling or wall piping and cables.
  5. In the event of damage or striking unexpected obstacles (including service pipes and cables) stop work immediately and report to the Permit Issuer.

**Section 2 - To be completed by the authorised Permit Issuers**

1. Area Drawings/Sketches or Photos checked?	<input type="checkbox"/> YES	<input type="checkbox"/> NO <b>STOP and check</b>
2a. Are there any surface or external identifiers on site?	<input type="checkbox"/> YES	<input type="checkbox"/> NO (Go to Q3)
2b. What, and where are they in relation to the job area? (Add the job reference drawing)		
3a Is the area classified as a Hazardous area?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

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		(Go to Q4)
3b Have the controls been added to the JRA?	<input type="checkbox"/> YES	<input type="checkbox"/> NO <span style="color: red;">Add controls to JRA</span>
4. Have existing designs been reviewed and limits known? (i.e. storage pond walls and floor)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5a. Are there services within 2m of the excavation/penetration? <span style="color: red;">(If YES tick at least one method)</span>	<input type="checkbox"/> YES	<input type="checkbox"/> NO (Go to Q6)
5b. Which of the following methods will be used?	<input type="checkbox"/> Hydro-Vac <input type="checkbox"/> Certified Locating Wand and Hand Tools (shovel) <input type="checkbox"/> Machinery or jackhammers that have been risk assessed by the EPIC	
6a. Is the excavation/penetration greater than 100mm into ground or 50mm into concrete? <span style="color: red;">(If YES tick at least one method)</span>	<input type="checkbox"/> YES	<input type="checkbox"/> NO (Go to Q7)
6b. Which of the following methods will be used?	<input type="checkbox"/> Hydro-Vac <input type="checkbox"/> Certified Locating Wand and Destructive Digging methods <input type="checkbox"/> Machinery or jackhammers that have been risk assess by the EPIC	
7a. Is excavating/trenching depth greater than 1500mm or prone to collapse and a person is to enter the trench? <span style="color: red;">(If YES tick at least one method)</span>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7b. Which of the following methods will be used?	<input type="checkbox"/> Benching <input type="checkbox"/> Battering <input type="checkbox"/> Shoring <input type="checkbox"/> Qualified engineer has stated the trench will not collapse. Daily assessment and certificate or signed document prior to the work starting. To be captured on the JRA	
8. Does the excavation/trench need barricades or cover plates?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
9a. Is the activity being conducted within or near an identified cultural heritage sensitive area?	<input type="checkbox"/> YES	<input type="checkbox"/> NO (Go to Q10)
9b. Plan attached and signed off by WICET HSE Manager?	<input type="checkbox"/> YES	<input type="checkbox"/> NO <span style="color: red;">STOP and get approval</span>
10. Excavation Soil Type?		<input type="checkbox"/> N/A (Go to approvals)
11. Method of soil/groundwater disposal?		
12a. Is the excavation material contaminated soil/groundwater?	<input type="checkbox"/> YES	<input type="checkbox"/> NO (Go to approvals)

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Is potential Acid Sulphate soil areas?		
12b. Is the excavation plan and method of disposal signed off by WICET HSE Manager?	<input type="checkbox"/> YES	<input type="checkbox"/> NO <b>STOP and get approval</b>
<b>Section 3 - Approval</b>		
<b>EPIC Approval:</b>	Name:	Signature:
<b>Permit Issuer Approval:</b>	Name:	Signature: