Excavation permit

Permit to dig and excavation checklist

No excavation may start until this permit is authorised. Plans of underground services are indicative only: locate services physically before machine excavation near them. Excavations in or near a shaft or trench deeper than 1.5 metres are high-risk construction work and require a SWMS.

1. Excavation details

Permit number		**Site**	
Location			
Purpose Footings, stormwater, services, pool, retaining wall			
Length x width x depth (planned)		**Method** Machine, hand, vacuum	
Excavation contractor		**Plant operator**	
Start date		**Expected backfill date**	
SWMS reference (required if deeper than 1.5 m)		**Soil / geotechnical report reference**	

2. Underground services

#	Check	Yes	No	N/A	Details / reference
1	Before You Dig Australia enquiry lodged and plans received for all asset owners	☐	☐	☐	
2	Plans current for the dates of the work	☐	☐	☐	
3	Site plans, previous works and visible services (pits, meters, markers) checked	☐	☐	☐	
4	Services located on the ground with a locator	☐	☐	☐	
5	Services exposed by hand or vacuum excavation before machine digging nearby	☐	☐	☐	
6	Services marked on the ground and shown to the operator	☐	☐	☐	
7	Asset owner requirements for work near their services noted and followed	☐	☐	☐	
8	Overhead powerlines near plant identified and controlled	☐	☐	☐	

3. Services identified

Service	Owner	Located by / method	Depth found	Controls
EXAMPLE *Gas service*	*Gas network*	*Locator, then potholed by hand*		*Hand dig within the owner's specified distance; operator briefed*

Service	Owner	Located by / method	Depth found	Controls

4. Ground support, spoil and access

#	Check	Yes	No	N/A	Details
1	Ground support method chosen by a competent person: benching, battering or shoring	☐	☐	☐	
2	Shoring or trench shield designed or certified where required	☐	☐	☐	
3	Water in the excavation controlled (pumping, diversion)	☐	☐	☐	
4	Spoil placed back from the edge, not surcharging the side	☐	☐	☐	
5	Plant and vehicles kept back from the edge	☐	☐	☐	
6	Nearby structures, footings and fences assessed for undermining	☐	☐	☐	
7	Barriers or covers around the excavation, with signage	☐	☐	☐	
8	Safe access and egress: ladder or ramp at suitable spacing	☐	☐	☐	
9	No one in the excavation while plant is digging	☐	☐	☐	
10	Atmosphere checked if the excavation could collect gas or lack oxygen	☐	☐	☐	
11	Rescue arrangements planned	☐	☐	☐	

5. Authorisation

Services have been located and marked and the controls above are in place.

Authorised by		**Signature**	
Date and time		**Valid until**	
Operator: I have been shown the services and controls (signature)			

6. Daily and after-event inspections

Inspect before each shift, after rain, and after any event that could affect stability.

Date	Time	Condition (walls, water, edges, support)	Safe to enter?	Inspected by

Date	Time	Condition (walls, water, edges, support)	Safe to enter?	Inspected by

7. Close-out

Backfilled / made safe (date)		**Services reinstated and as-built recorded?**	
Permit closed by		**Date**	