

Crew Foreman _____ One-Call Ticket # _____ Contact # _____ Date _____

Complete a pre-excavation walk-out of the entire job site. Your objective is to visually inspect the dig area to ensure all utilities are marked. Look for signs of utilities that may not be marked such as, above-ground pedestals, gas meters, man-hole covers, drains, or utility poles with cable risers. If you find these indicators and suspect that there is an unmarked utility **DO NOT PROCEED**. Notify One Call that an unidentified line has been discovered.

When you have completed your walk-out, complete the following check list:

1) Verify that the One-Call ticket covers the 'Scope of work' and 'Work to begin' date:

- ❖ I have verified the One-Call ticket covers the 'Scope of work'
- ❖ I have verified the One-Call ticket 'Work to begin' date

2) What marked utilities did you observe?

Gas (Yellow) Electric (Red) Telephone (Orange) Cable TV (Orange) Water (Blue) Sewer (Green)

3) Based on visual observation, did you see signs of any unmarked utilities? Yes No

❖ If Yes, please identify?

Gas (Yellow) Electric (Red) Telephone (Orange) Cable TV (Orange) Water (Blue) Sewer (Green)

❖ I have notified One Call of the unmarked Utility

4) Photograph the entire proposed work area including all locate marks.

- ❖ I have photographed the entire site prior to excavation
- ❖ I have photographed existing locate/markings

5) Advise your crew members of the following: If they have to cross a marked Utility they must HAND DIG ONLY within 18" of the locate marks plus half the diameter of the buried facility.

RESPECT THE MARKS!

❖ I have advised my crew of the 18" hand dig rule

IN THE EVENT OF DAMAGE

- Notify One Call and your supervisor
- Complete the reverse side of this form
- Photograph entire area and damage location

PHOTOGRAPHY TIPS

- Make sure the correct date & time stamp is active on your camera
- Photograph the excavation itself (damage location)
- Take photos from multiple vantage points and of surrounding area (360 degrees)
- If the utility was mis-marked, photograph the locate marks/flags (include tape measure in photo)
- If the utility was not marked, photograph the entire area and approaches to the cut site
- Show a quantifiable location/address (street sign, house number, mail box number etc.)
- Facility depth (include tape measure in photo)
- Remember!! You can never take too many photos