



VUL-FRM-19-12 Penetration/Excavation Permit

This form must be completed for any excavation/penetration activities in the following areas:

- Mine infrastructure areas
- Within 10 metres of any other known concealed service
- Within 20 metres of known power lines
- Within 10 metres of mining tenure boundary

Date:		Time:		PERMIT VALID FOR 7 DAYS MAXIMUM	
Section 1 – Permit Holder Information					
Name:		Company:		Phone No:	
Section 2 – Penetration/Excavation Work Details					
Work location:					
Work Scope:					
Section 3 – Additional Permits					
☒	VUL-FRM-19-02 Confined Space	☐	VUL-FRM-19-13 Working at Heights	☐	VUL-FRM-19-05 Hot Work
		☐	Other:		
Section 4 – Penetration/Excavation Checklist					
Penetrations					
☐	Have water/electricity services been marked and isolated? IF NO- DO NOT COMMENCE WORK	☐	ALL REQUIRED ISOLATIONS COMPLETED		
☐	JHA completed and attached?	☐	Equipment inspected and fit for purpose?		
☐	Are there any overhead hazards present over work site? If yes, spotter is required	☐	Has the Asbestos Register been checked and is asbestos present in the structure?		
Excavations					
☐	All underground services positively located and marked? IF NO- DO NOT COMMENCE WORK	☐	ALL REQUIRED ISOLATIONS COMPLETED		
☐	Equipment inspected and fit for purpose?	☐	Is the penetration using high pressure water/vacuum excavation?		
☐	Has the nature of the ground been investigated? (soil/rock/sand, wet/dry etc.)	☐	Is a geotechnical assessment required? (Refer VUL-SOP-088 Concealed Services)		
☐	All shoring and support issues addressed (any trench >1.0m must be benched or battered; .1.5m requires shoring or shielding unless deemed safe by geotechnical assessment)	☐	Are there any overhead hazards present over work site? If yes, spotter is required.		
☐	Excavation/trench secured from unauthorised access by the erection of signage and barricading?	☐	Where possible, is barricading erected ≤1.5m from edge of trench?		
☐	Any spoil and equipment to be >1.0m from the excavation?	☐	Possibility of flooding or water inundation managed? (drain, run off, etc.)		
☐	Are personnel required to enter the trench? If yes, complete Excavation Entry section below.	☐	Machinery safety consideration? (location to excavation, condition, safe operation)		
Excavation Entry (where applicable)					
☐	Standby person/spotter available. MANDATORY REQUIREMENT	☐	Approved support system in place: Shoring, shielding, benching: approved by geotechnical engineer?		
☐	Means of access/egress considered: ladders at 9m intervals or ramps/steps?	☐	Emergency Response Plan developed and available. Emergency personnel and equipment onsite?		
Section 5 – Location and Marking of Services					
The location of services has been identified and marked, where possible, from the information available. The Person undertaking the activity must take care as the exact location and depth may vary – DRILL/CUT WITH CARE.					
Surveyor Name:		Signature:		Date:	
Section 6 – Electrical Services and Isolation					
Electrical services have been isolated (where required), tagged and locked. Personnel undertaking the task are required to lock and tag onto the isolation.					
Electrician Name:		Signature:		Date:	



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Section 7 – Permit Authorisation

Permit must be reauthorised by the permit holder and supervisor at the beginning of each shift prior to worker's recommencing work and closed at the end of each shift to verify the work area is in a safe condition.

Date	Permit Holder			Supervisor		
	Name	Sign on	Sign off	Name	Sign on	Sign off

Section 8– Worker Sign On / Off

Workers are required to sign on to permit each shift prior to commencing work.

Date	Name	Company	Sign

Section 9 – Permit Close Out / Return of Permit

☐ Penetration/excavation activities have ceased ☐ All tools/equipment have been removed from area ☐ Isolations have been removed				☐ Relevant parties have been communicated to ☐ Area is safe to be returned to service ☐ Any new services installed communicated to relevant personnel			
Permit Holder				Supervisor			
Name:				Name:			
Signature:				Signature:			
Date:				Date:			
		Time:				Time:	