

# How to complete WPCG Electronic Minor Ground Disturbance Checklist

- The status of the Minimum Control Checklist starts as **Draft** Your name, the date and the Job Number will auto populate



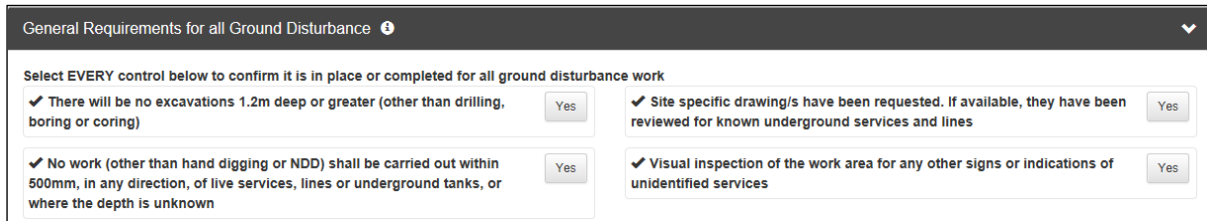
**Minor Ground Disturbance Checklist**

Details Collapse All Close Save Draft Validate Form

Status: **Draft** Full Name: Test Person

Job Date: 23 May 2019 Job #: 1

- Complete the **General Requirements For All Ground Disturbance** - You must select every box agreeing all controls will be in place.



General Requirements for all Ground Disturbance

Select EVERY control below to confirm it is in place or completed for all ground disturbance work

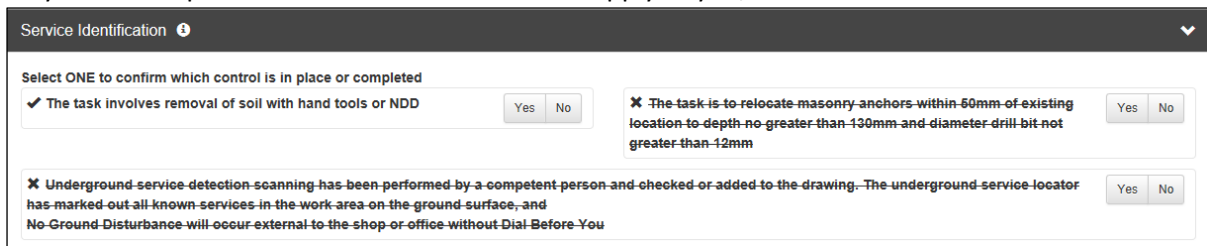
There will be no excavations 1.2m deep or greater (other than drilling, boring or coring) Yes

Site specific drawing/s have been requested. If available, they have been reviewed for known underground services and lines Yes

No work (other than hand digging or NDD) shall be carried out within 500mm, in any direction, of live services, lines or underground tanks, or where the depth is unknown Yes

Visual inspection of the work area for any other signs or indications of unidentified services Yes

- Complete the **Service Identification** section. You must tick yes to one to confirm which control you have in place. For the controls that don't apply to you, tick no.



Service Identification

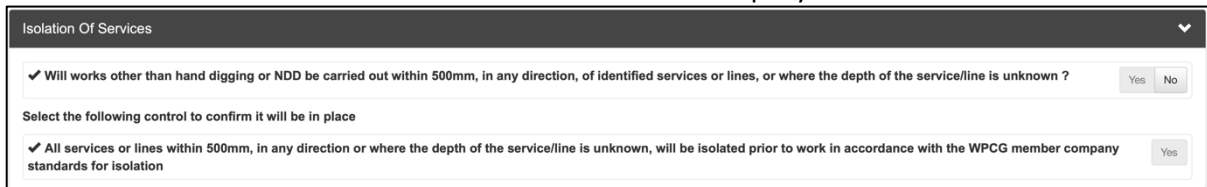
Select ONE to confirm which control is in place or completed

The task involves removal of soil with hand tools or NDD Yes No

The task is to relocate masonry anchors within 50mm of existing location to depth no greater than 130mm and diameter drill bit not greater than 12mm Yes No

Underground service detection scanning has been performed by a competent person and checked or added to the drawing. The underground service locator has marked out all known services in the work area on the ground surface, and No Ground Disturbance will occur external to the shop or office without Dial Before You Yes No

- Isolation Of Services** - Tick either Yes or No. If NO move on, if YES, tick the control agreeing you will isolate services in accordance with WPCG member company standards.



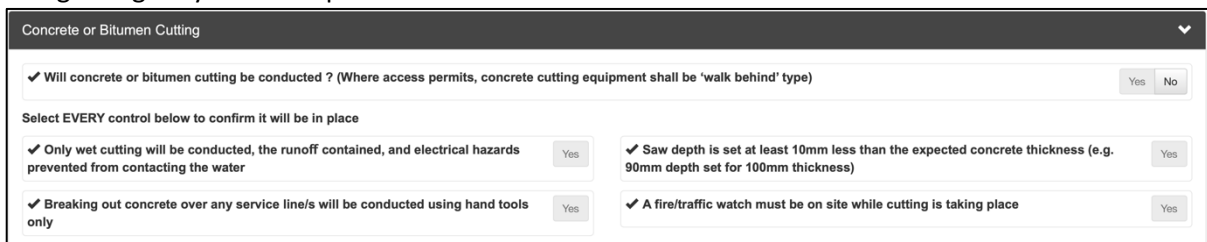
Isolation Of Services

Will works other than hand digging or NDD be carried out within 500mm, in any direction, of identified services or lines, or where the depth of the service/line is unknown ? Yes No

Select the following control to confirm it will be in place

All services or lines within 500mm, in any direction or where the depth of the service/line is unknown, will be isolated prior to work in accordance with the WPCG member company standards for isolation Yes

- Concrete or Bitumen Cutting**- Tick either yes or no. If NO move on, if YES, select the controls agreeing they will be in place



Concrete or Bitumen Cutting

Will concrete or bitumen cutting be conducted ? (Where access permits, concrete cutting equipment shall be 'walk behind' type) Yes No

Select EVERY control below to confirm it will be in place

Only wet cutting will be conducted, the runoff contained, and electrical hazards prevented from contacting the water Yes

Saw depth is set at least 10mm less than the expected concrete thickness (e.g. 90mm depth set for 100mm thickness) Yes

Breaking out concrete over any service line/s will be conducted using hand tools only Yes

A fire/traffic watch must be on site while cutting is taking place Yes

- Soil Boring, Drilling or Coring**- Tick either yes or no. If NO move on, if YES, select the controls agreeing they will be in place



Soil Boring, Drilling or Coring

Will boring of soil be conducted ? Yes No

Select EVERY control below to confirm it will be in place

Prior to mechanical drilling, NDD methods (air or water) will be used to clear the borehole of underground services. Hand auger should only be used by exception Yes

- Click on **Validate Form** then **Proceed** followed by **Close** **Close** to return to the Clearance Form.