



WPCG Electronic Ground Disturbance Certificate

1. Click **+ Add** next to Ground Disturbance Certificate. This will open the Ground Disturbance Certificate.

Work Controls

Certificates/safety plans required ?

Hot Work Certificate Work at Heights Certificate Confined Space Entry Certificate

Ground Disturbance Certificate **+ Add** ← Atmospheric Testing & Monitoring

2. Complete the **Ground Disturbance Details** section

Ground Disturbance Details Collapse All Close Save Draft Validate Form

Ground Disturbance location:

Specific ground disturbance activities:

Tools and equipment permitted:

Size of the ground disturbance Maximum depth: Area/size:

Ground Disturbance Location is the area on the site that the Ground Disturbance works are being undertaken, not the site details

Specific Ground Disturbance Activities are the activities that are only related to the Ground Disturbance part of the scope.

Tools and equipment permitted only include tools or equipment that are related to the Ground Disturbance part of the scope.

Size of the ground disturbance includes both depth and total area or size of excavation

3. Complete the **Site Conditions** section. Selecting all applicable and attaching the reference documents.

Site Conditions - clearly define mitigation where applicable

Site specific drawings obtained Yes No By: Reference #

Underground services detection completed Yes No By: Reference #
Attachments

DBYD drawings obtained Yes No By: Reference #
Attachments

Electric/high voltage cables Yes No

Communication/instrument cables Yes No

Pipework (e.g. water, gas, product) Yes No

Area barricaded and area restricted Yes No Specify:

Overhead electrical lines and infrastructure are identified Yes No

Soil Type identified Yes No Type:

Water Table identified Yes No Type:

4. Work through the **General Controls** section. All items must be considered and marked either Yes/No.

General Controls

Excavation area clearly marked Yes No Area lighting required when dark Yes No Exposed underground piping and cabling to be supported Yes No

Hand digging/non-destructive digging within 500mm of underground services Yes No Groundwater extraction system Yes No Dust suppression system Yes No

Structural or building support required Yes No Designated fill lay down area Yes No Mechanical ventilation Yes No

- Work through the **Excavation Controls** section, providing further information and the reference documents

Tip - Access/egress method and location is used to describe how persons and/or machinery will enter the excavation if required.

- The additional precautions section should be used to document additional controls and/or to expand on the controls in the **Excavation Controls** above.

- Once the certificate has been completed, click on **Validate Form**. This will identify any errors in the form.

If there are errors, it will show a dialogue box with the items that need to be updated. Fix the errors then select **Validate Form** again

If there are no errors, the following dialogue box will appear. Click **Proceed**

The Certificate status will be updated to **Validated**

- Click **Close** and the database will take you back to the Permit