

USPL Checklist: AO/AOD Excavation OJT

Student Name:	Evaluated By:
Student ID:	Evaluator Signature:
Evaluation Date:	

Description: Employees need to complete all of the tasks listed below under the supervision of a qualified Asset Operator (AO)/ Asset Operator Designee (AOD).

<p>1. POLICIES</p> <p>Read the following policies/procedures and discuss the roles and responsibilities of the Asset Operator (AO) and/or Asset Operator Designee (AOD) with a qualified AO:</p> <ul style="list-style-type: none"> – ATW Policy – Level 2 HITRA Procedure – Excavation Policy – USPL STP 04-003, Site Preparation, Earthwork and In-Line Inspections Excavations – USPL-GP 04-0112 Ditching & Excavation 	Comments	N/A <input type="checkbox"/> Met: <input type="checkbox"/>
<p>2. ATW POLICY</p> <p>Demonstrate completing the ATW form with input from the Performing Authority and the Workforce.</p>	Comments	N/A <input type="checkbox"/> Met: <input type="checkbox"/>
<p>3. ATW POLICY</p> <p>Demonstrate reviewing the Level 2 HITRA to verify that the scope is appropriate, permits have been identified, and that it has been properly approved.</p>	Comments	N/A <input type="checkbox"/> Met: <input type="checkbox"/>
<p>4. ATW POLICY</p> <p>Demonstrate reviewing and verifying that permit conditions are deemed acceptable for the defined scope of work and affected equipment.</p> <p>Demonstrate issuing the permit to the Performing Authority or can delegate permit issuance to the AOD.</p>	Comments	N/A <input type="checkbox"/> Met: <input type="checkbox"/>
<p>5. ATW POLICY</p> <p>Discuss determining if changes can be made to a permit if permit conditions are exceeded or if the permit should be cancelled and a new permit issued.</p> <p>Demonstrate making changes to the permit by documenting their approval of the changes by initialing the changes where they are documented on the permit.</p> <p>Discuss making changes to permits issued by telephone.</p> <p>Discuss determining if changes to the Level 2 HITRA are necessary and how to facilitate those changes as the HITRA Leader prior to approving the changes to the permit.</p>	Comments	N/A <input type="checkbox"/> Met: <input type="checkbox"/>

<p>6. ATW POLICY</p> <p>Describe receiving expired permits from the Performing Authority(s) and verify that the work written on the permit(s) has been completed.</p> <ul style="list-style-type: none"> • Demonstrate documenting the expiration time on the permit(s) and on the ATW form in Section C. 	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>7. ATW POLICY</p> <p>Describe updating the Permit Register when a permit is issued and then when it expires.</p>	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>8. EXCAVATION</p> <p>Demonstrate reviewing and issuing an Excavation Permit for Ground Disturbance for a USPL-Controlled Excavation to the Performing Authority for each of the following situation:</p> <ul style="list-style-type: none"> • USPL Controlled Excavation greater than 4 ft. deep • USPL Controlled Excavation less than 4 ft. deep • Non-USPL Controlled Excavation greater than 4 ft. deep 	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>9. EXCAVATION</p> <p>Define and describe each of the following hazards and mitigations as they relate to Excavations:</p> <ul style="list-style-type: none"> • Overhead electrical lines or tree limbs • Crossing under a load • Working near operating excavation equipment • Public vehicles or personnel • Vehicle traffic • Equipment working near the excavation • Underground installations (utilities, foreign lines or structures) • Cave in • Water • Atmosphere • Access and egress • Structures near the excavation • Working on the face • Ladders • Ramps • Crossing excavations 	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>10. EXCAVATION</p> <p>Describe Safe Excavation Practice requirements:</p> <ul style="list-style-type: none"> • General Requirements including: <ul style="list-style-type: none"> ○ USPL STP 04-003, Site Preparation, Earthwork and In-Line Inspections Excavations ○ USPL-GP 04-0112 Ditching & Excavation • One-Call System and Underground Utilities • Overhead Equipment, Fall Protection, Entry and Egress, Mobile Equipment • Water Accumulation 	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>

<p>11. EXCAVATION</p> <p>Describe Air Monitoring requirements:</p> <ul style="list-style-type: none"> • General Requirements • Conditions While Excavating • Daily Pre-Entry Air Monitoring • Continuous Air Monitoring • Periodic Air Monitoring for Specific Contaminants • Confirmed Hazardous Atmospheres 	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>12. EXCAVATION</p> <p>Describe Emergency Rescue requirements:</p> <ul style="list-style-type: none"> • Rescue Plan • Equipment 	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>13. EXCAVATION</p> <p>Describe Protective Systems requirements</p> <ul style="list-style-type: none"> • General Requirements • Shoring Systems • Sloping Systems • Support Systems, Shielding Systems, and Other Protective Systems • Materials and Equipment for Protective Systems 	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>14. COMPLETION</p> <p>The above named employee has been successfully completed the OJT tasks listed above and is ready for the Practical exam.</p>	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>

