

UNDERGROUND TRUTH

Real Telecom. Real Field Life.

DAILY OSP / HDD FIELD READINESS CHECKLIST

Date: _____ Job / Site: _____

Crew: _____ Foreman: _____

811 locate ticket #: _____ Expiration: _____

Work area / scope: _____

Mark one box per item. Record deficiencies and corrective actions on page 2.

1 JOB INFORMATION / PAPERWORK	Yes	No	N/A
Job details and daily work scope confirmed.	☐	☐	☐
Daily JSA / JHA completed and reviewed.	☐	☐	☐
Current prints, permits and traffic control plan available.	☐	☐	☐
811 ticket status, work limits and expiration verified.	☐	☐	☐

2 DAMAGE PREVENTION	Yes	No	N/A
Utility-owner responses reviewed; unresolved items addressed.	☐	☐	☐
Locate marks visible and verified for today's work area.	☐	☐	☐
Private utilities identified and addressed.	☐	☐	☐
Required potholing / daylighting completed.	☐	☐	☐
Bore alignment and utility crossings reviewed.	☐	☐	☐

3 PPE / CREW SAFETY	Yes	No	N/A
Required PPE available, inspected and worn.	☐	☐	☐
Tailgate safety review and crew acknowledgment completed.	☐	☐	☐
First aid supplies and emergency plan reviewed.	☐	☐	☐
Heat safety: water, shade, breaks and crew monitoring ready.	☐	☐	☐
Traffic barriers and spotters in place as required.	☐	☐	☐

UNDERGROUND TRUTH

Real Telecom. Real Field Life.

DAILY OSP / HDD FIELD READINESS CHECKLIST

Date: _____ Job / Site: _____

Crew: _____ Foreman: _____

Mark one box per item. N/A = not applicable to today's work.

4 EQUIPMENT / EXCAVATION	Yes	No	N/A
Truck, trailer and equipment pre-use checks completed.	☐	☐	☐
Drill, vacuum equipment and hydraulic systems checked.	☐	☐	☐
Strike alert and guidance systems checked.	☐	☐	☐
Competent-person excavation inspection completed.	☐	☐	☐
Required protective systems and safe access in place.	☐	☐	☐
Bore log ready; required materials available.	☐	☐	☐

5 END-OF-DAY CLOSEOUT	Yes	No	N/A
Bore / production log completed.	☐	☐	☐
As-builts updated and field changes recorded.	☐	☐	☐
Required job photos captured.	☐	☐	☐
Site secured and cleaned.	☐	☐	☐
Deficiencies and next-day needs documented.	☐	☐	☐

DEFICIENCIES / CORRECTIVE ACTIONS / NEXT-DAY NEEDS

Foreman signature: _____ Time: _____