

	To be filled before starting the work and first copy to be available at work site with performer (internal / external), the second copy to be submitted to security post, & third copy shall be retained in the book itself. Note: 1. Under no circumstances permitted work should be carried out after the close time of the work permit. 2. Permit should be returned to the initiator by performer & thereafter submitted to EHS Coordinator. 3. Safe work permit request should be raised daily before start of work & permit register shall be available with EHS Coordinator.	Doc. No: ESHMS/P/04
		Rev No: 1
		Rev Date: 23-Sep-2025

Excavation Work Permit

Permit No.	Date	Time (Max 8 hrs or end of the shift)	Work Performing Department	Location of Work
WP/TTK/COI/EWWW/25/00006	22-Sep-2025 07:42:35 PM	From 22-Sep-2025 02:00:00 PM To 23-Sep-2025 12:00:00 AM	Maintenance	

Work Description:	
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1. Hazards Identified

<input type="checkbox"/> Under Ground Electrical Cables	<input type="checkbox"/> Underground IT cables	<input type="checkbox"/> Underground Fire Water Lines	<input type="checkbox"/> Underground Water Lines
<input type="checkbox"/> Underground diesel / chemical lines	<input type="checkbox"/> Don't know the underground utilities	<input type="checkbox"/> Wet area	<input type="checkbox"/> Concrete Floor area
<input type="checkbox"/> Other Underground utilities	<input type="checkbox"/> Vehicle movement in 5 m radius	<input type="checkbox"/> Building / structures in 1 m radius	<input type="checkbox"/> Excavation depth more than 1 feet
<input type="checkbox"/> Manual Excavation	<input type="checkbox"/> Mechanical Excavation	<input type="checkbox"/> Dust	<input type="checkbox"/> Trip / Slip Hazard
<input type="checkbox"/> Noise / Vibration	<input checked="" type="checkbox"/> Excavation Collapse	<input type="checkbox"/> Water Seepage	<input type="checkbox"/> Work near Over Head Electrical Line
<input type="checkbox"/> Road Blockage	<input type="checkbox"/> Frequent people movement at nearby	<input type="checkbox"/> Emergency route blockage	<input checked="" type="checkbox"/> Loose Soils
Other Hazards:			

2. Control Measures

Yes	No	NA	Question
	NO		Is all hand tools & equipment's inspected & green tag provided?
	NO		Electrical Isolation – If yes, Is Isolation Done?
	NO		Other pipeline / utilities Isolation – Is Isolation Done
	NO		Drawings checked for underground Piping, Electrical or Instrumentation cable
YES			Is layout drawing attached & excavation area was marked
	NO		Is Signature taken from Maintenance & IT for underground utility clearance in attached layout drawing
		NA	Is Excavation tools like crow bars, etc are Insulated
	NO		Shoring (required for excavation depth exceeding 5 feet)
	NO		Is vehicle movement stopped at nearby area (for 5 m radius) if depth more than 2 feet
	NO		Mechanical Excavation – Is vehicle inspected & green tag provided
	NO		Is trail pit tried for the underground utility identification?
	NO		Is access ladder available for entry into excavated area (Depth more than 2 feet)
	NO		Is Area barricaded for unauthorized people movement & warning signage's displayed?
	NO		Is Area barricaded for unauthorized people movement & warning signage's displayed?
	NO		Is adequate lighting provided, if work planned on dark hours?
	NO		If emergency route blocked, Is alternate route identified & communicated to stakeholders?
	NO		If any of the above criteria required is not met, then do not issue the work permit

3. Safety Equipment Requirement & PPE to be used

<input checked="" type="checkbox"/> Safety Glasses	<input type="checkbox"/> Hand Gloves	<input type="checkbox"/> Face Shield / Welding Goggle	<input type="checkbox"/> Apron
<input type="checkbox"/> Nose Mask / Respirators	<input type="checkbox"/> Ear Plug / Muff	<input checked="" type="checkbox"/> Helmet	<input checked="" type="checkbox"/> Warning Signs
<input type="checkbox"/> Safety Harness / Lifeline	<input type="checkbox"/> Scaffolds & Ladders	<input checked="" type="checkbox"/> Forced Ventilation	<input type="checkbox"/> Safety Shoes
<input type="checkbox"/> Fire Extinguisher No.	<input type="checkbox"/> Locks / Tags	<input type="checkbox"/> Barricades	Any other :
LOTO Tag Reference No.:			

Work Permit Authorization	
Cross Referred Permits – To be filled by Initiator (Other type of Work Permits for Same Work)	Permit Type: Excavation Work Permit No.: WP/TTK/COI/EWW/25/00006
Site EHS	
Name: Lalit Aditya Kola Approved On: 23-Sep-2025 02:42:16 PM	

Permit Acceptance	
I have been explained the contents of this permit. I shall be responsible to supervise the job as mention in permit. I will assure you to follow all the safety precautions including uses of required PPE's as per plant guideline.	
Name & Sign of the Job Performer / Contractor's Supervisor :	Name & Sign of the Permit Initiator:

Work Crew Tool Box Talk (Attached Separate sheet if require)						
S. No.	Name of Person Engaged in Activity	Job Profile	Signature	Name of Person Engaged in Activity	Job Profile	Signature
Contractual employees covered by ESI or any other policy - Yes / NO (HR Head & Plant Head approval is required if mentioned as NO) – Both Signatures: _____ / _____						

Work Permit Extension					
Permit Extension to the Next Shift - No Extension for Roof Work, Confined Space activity after 6 pm Should the permit be extended the affected / next operating shift will be fully informed...					
Work Permit Extension for next shift (Mention Date & Time For Extension)	Permit Initiator	Job Performer	Permit Hand Over By	Permit Take Over By	Extension Requested (Hours)
From: 9/22/2025 2:00:00 PM To: 9/23/2025 12:00:00 AM	Raj Kumar Pativada	Mounika	Mounika Laisetti	NA	2

Work Permit Closure
Permit handed over to the EHS Coordinator by initiator after completion of the job & below mentioned details to be filled by initiator.
Name..... Dept..... Time..... Sign.....
Note: This permit to be kept at job site. Work can not be done with rejected permit or without permit & work shall be immediately stop after permit rejection.

Work Permit History			
Date	Modified By	Comments	Attachments
23-Sep-2025 02:43:52 PM	Raj Kumar Pativada	Due Date has been updated to '9/23/2025 12:00:00 AM'	

23-Sep-2025 02:43:52 PM	Raj Kumar Pativada	Status has been updated to Closed	
23-Sep-2025 02:42:16 PM	Lalit Aditya Kola	Status has been updated to Approved	
23-Sep-2025 02:42:16 PM	Lalit Aditya Kola	Approving the WP	
22-Sep-2025 07:42:36 PM	Raj Kumar Pativada	A new record was created: Uid set to 'WP/TTK/COI/EWW/25/00006' Category Name set to 'Excavation Work' Work Permit Status Name set to 'Submit'	