

	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: 09-Oct-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/25/00012	09-Oct-2025 11:39:08 AM	From 09-Oct-2025 02:00:00 PM To 09-Oct-2025 10:00:00 PM	Maintenance	delhi

Work Description:	sad
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1. Hazards Identified

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

2. Control Measures

Is all hand tools & equipment's inspected & green tag provided?:			Electrical Isolation – If yes, Is Isolation Done?:
Yes	No	NA	Question
YES			Is all hand tools & equipment's inspected & green tag provided?
		NA	Electrical Isolation – If yes, Is Isolation Done?
		NA	Other pipeline / utilities Isolation – Is Isolation Done
YES			Drawings checked for underground Piping, Electrical or Instrumentation cable
		NA	Is layout drawing attached & excavation area was marked
YES			Is Signature taken from Maintenance & IT for underground utility clearance in attached layout drawing
		NA	Is Excavation tools like crow bars, etc are Insulated
		NA	Shoring (required for excavation depth exceeding 5 feet)
YES			Is vehicle movement stopped at nearby area (for 5 m radius) if depth more than 2 feet
		NA	Mechanical Excavation – Is vehicle inspected & green tag provided
		NA	Is trail pit tried for the underground utility identification?
YES			Is access ladder available for entry into excavated area (Depth more than 2 feet)
		NA	Is Area barricaded for unauthorized people movement & warning signage's displayed?
		NA	Is Area barricaded for unauthorized people movement & warning signage's displayed?
YES			Is adequate lighting provided, if work planned on dark hours?
		NA	If emergency route blocked, Is alternate route identified & communicated to stakeholders?
		NA	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 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 type="checkbox"/> Helmet	<input type="checkbox"/> Warning Signs
<input type="checkbox"/> Safety Harness / Lifeline	<input type="checkbox"/> Scaffolds & Ladders	<input type="checkbox"/> Forced Ventilation	<input type="checkbox"/> Safety Shoes
<input checked="" type="checkbox"/> Fire Extinguisher No.	<input checked="" type="checkbox"/> Locks / Tags	<input checked="" type="checkbox"/> Barricades	Any other : hh
LOTO Tag Reference No.: io			

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/25/00012
Site EHS	
Name: Lalit Aditya Kola Approved On: NA	

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)

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

09-Oct-2025 11:39:09 AM	Raj Kumar Pativada	A new record was created: Uid set to 'WP/TTK/COI/EWW/25/00012' Category Name set to 'Excavation Work' Work Permit Status Name set to 'Submit'	
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