



STANDARD OPERATING PROCEDURE

Title: Excavation Work Permit

SOP No.:		Department:	EHS
		Effective Date:	
Revision No.:		Revision Date:	
Supersede Revision No.:		Page No.:	1 of 4

1.0 OBJECTIVE:

To lay down a procedure for Excavation Work Permit.

2.0 SCOPE:

This SOP is applicable for the requirement of Excavation Work Permit whenever any excavation / digging to be carried out within the premises of the factory for any intention, including fixing of spikes in the ground except gardening at

3.0 RESPONSIBILITY:

Officer / Executive - EHS

4.0 ACCOUNTABILITY:

Head – EHS

5.0 ABBREVIATIONS:

SOP Standard Operating Procedure
No. Number
QA Quality Assurance
Ltd. Limited
EHS Environmental Health & Safety
PPE Personal Protective Equipments

6.0 PROCEDURE:

- 6.1** A separate Excavation Work Permit shall be required for each job. The permit shall have a definite starting and ending time. Separate Permit shall be required beginning at each day.
- 6.2** The Excavation Work Permit shall be originated after job details have been discussed between Concerned and Engineering Department. In no case advance date permit shall be authorized.
- 6.3** Excavation permit as shown in **Annexure-I** shall be prepared in duplicate.
- 1st Copy** - To be issued to the person carrying out the excavation job (at job site)
- 2nd Copy** - To be retained in the book.
- 6.4** The concerned department shall generate the Excavation Work Permit and forward to EHS Department.
- 6.5** The EHS Officer / Executive shall check the site for preparation of Safety and forward the Excavation Work Permit to Engineering Department.
- 6.6** Engineering Officer / Executive shall sign the Excavation Permit after ensuring that no drainage, sewer lines, hydrant lines going underneath, electrical incharge / supervisor regarding the electrical lines passing underneath or in proximity of the area, the.



STANDARD OPERATING PROCEDURE

Title: Excavation Work Permit

SOP No.:		Department:	EHS
		Effective Date:	
Revision No.:		Revision Date:	
Supersede Revision No.:		Page No.:	2 of 4

- 6.7** Then EHS Officer / Executive shall get the permit cleared from the Head-EHS for any hazardous situation in and around the site. The Head-EHS will take necessary precautions and advise specific precautions to be taken by the persons involved in doing the excavation job including use of PPE (personal protective equipments, if necessary).
- 6.8** When it is ascertained that the area is safe for excavation, the authorized person will authorize the permit for start of the job.
- 6.9** After the excavation job has been completed, the EHS Officer / Executive shall do the refilling of the excavated site, clear it from the debris and get the permit endorsed from the Head-EHS and hand it over to Engineering Manager for record.
- 6.10** Guidelines for excavation jobs shall be followed while undertaking any excavation job.
- 6.11 GUIDELINES FOR EXCAVATION JOBS:**
- 6.11.1** Whenever an excavation is under progress, the excavated part shall be cornered / barricaded properly so that no body falls / stables.
- 6.11.2** If the pit is more than 5 feet in depth, shoring arrangement shall be given to prevent the each from caving in.
- 6.11.3** While carrying out digging the persons doing the job should be warned to discontinue the job and report if any odour / gas suddenly emanates from within the ground.
- 6.11.4** Buddy system should be followed for excavation job (i.e. there should always be more than one person doing excavation jobs).
- 6.11.5** The workmen should be provided with safety goggles if concrete surface is to be excavated. There should not be any flammable material in the vicinity when concrete surface is being broken. Explosive meter test should be carried out to confirm the presence / absence of flammable vapours.
- 6.11.6** When it is known that electrical cables are going underneath, supervisor will ensure that the electrical connections are duly disconnected.
- 6.11.7** The Supervisor will personally supervise the job when excavation is being carried out with cables / pipelines underneath so that no damage takes place.
- 6.11.8** When pipelines or electrical cables are known to pass underneath, the ground will be made soft by spraying water before commencing the excavation.
- 6.11.9** The Supervisor will inform the Engineering Manager regarding completion of work so that the electric cables can be energized. The electrical department will test the site for any electrical leakage before clearing the site for normal use.



STANDARD OPERATING PROCEDURE

Title: Excavation Work Permit

SOP No.:		Department:	EHS	
		Effective Date:		
Revision No.:		Revision Date:		
Supersede Revision No.:		Page No.:	3 of 4	

6.11.10 When pipelines are going underneath, the excavated portion will be filled only after ensuring that there is no leakage of material.

6.12 EXCAVATION WORK PERMIT NUMBERING SYSTEM:

EWP/YY/NNNN

Where,

EWP = Excavation Work Permit
/ = Separator
YY = Year
NNNN = Serial Number

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Excavation Work Permit	

8.0 DISTRIBUTION:

- Controlled Copy No. 01 Head EHS
- Controlled Copy No. 02 Head Engineering
- Master Copy Quality Assurance Department

9.0 REFERENCES:

Not Applicable

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Details of Changes	Reason for Change	Effective Date	Updated By
00	New SOP	Introduction of New SOP		



PHARMA DEVILS
ENVIRONMENT HEALTH SAFETY DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Excavation Work Permit

SOP No.:		Department:	EHS
		Effective Date:	
Revision No.:		Revision Date:	
Supersede Revision No.:		Page No.:	4 of 4

ANNEXURE – I



PHARMA DEVILS
ENVIRONMENT HEALTH SAFETY DEPARTMENT

EXCAVATION WORK PERMIT

Excavation Work Permit No.: _____

First Copy : **At Job Site**
Second Copy : **To be retained in the book**
Department :
Location :
Excavation Required For:

Date:

CHECKLIST:

1. Drawings checked for underground piping : _____
2. Drawings checked for underground Electrical facilities : _____
3. Area barricaded : _____
4. Shoring (required for excavation depth exceeding 5 feet) : _____
5. Explosimeter Test (if required) : _____

Checked By:
Sign & Date
(Engineering Manager)

Verified By:
Sign & Date
(Head EHS)

Any other precautions required: _____

Authorised By:
Sign & Date
Head– Concern Department

Job completed and excavation refilled on _____ at _____ hrs.

Note: Observed the area and found / restored it in normal condition as previously.

Observed By:
Sign & Date

Observed Time: _____