

DAMAGE INVESTIGATION REPORT

locates@email.com (811) 811-8111



DIR #:

High Profile

1. Damaged Utility Information	Address/Location:	Notified By:	Date:	Time:
Date & Time of Damage if Known:	Other Info:			
<input type="checkbox"/> Communications / CATV <input type="checkbox"/> Cable (<input type="checkbox"/> Fiber <input type="checkbox"/> Copper) <input type="checkbox"/> Drop/Service Size/Mat:	<input type="checkbox"/> Gas <input type="checkbox"/> Main <input type="checkbox"/> Service Size/Mat:	<input type="checkbox"/> Electric <input type="checkbox"/> Primary <input type="checkbox"/> Secondary/Service Size/Mat:	<input type="checkbox"/> Water / Sewer <input type="checkbox"/> Main <input type="checkbox"/> Service Size/Mat:	
Utility Representative Contact Name: Phone: <input type="checkbox"/> Not on site	Notes:			

2. Who is doing the work?	Company:	Subcontractor:
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3. Locate Request Information	A. Is there a valid locate request? <input type="checkbox"/> Yes - ticket #: <input type="checkbox"/> No: <input type="checkbox"/> No Locate Request <input type="checkbox"/> Invalid ticket #:
B. Did the company doing the work request the ticket? <input type="checkbox"/> Yes <input type="checkbox"/> No	
C. If marks are present, are they for this locate request/excavation <input type="checkbox"/> Yes <input type="checkbox"/> No	

4. On site facts	A. Is company locator of record <input type="checkbox"/> Yes - ticket #: <input type="checkbox"/> No: <input type="checkbox"/> Turned back: # <input type="checkbox"/> Other:
B. Are there marks for damaged facility? <input type="checkbox"/> Yes - <input type="checkbox"/> Flags <input type="checkbox"/> Paint <input type="checkbox"/> No (go to section 5)	
C. Conditions of marks <input type="checkbox"/> Highly Visible <input type="checkbox"/> Visible <input type="checkbox"/> Faded <input type="checkbox"/> Other	
D. Are marks within 18" of the facility? <input type="checkbox"/> Yes - <input type="checkbox"/> Excavator did not use approved method to expose plant <input type="checkbox"/> Damaged - <input type="checkbox"/> Exposed Plant <input type="checkbox"/> Exposing Plant <input type="checkbox"/> No - <input type="checkbox"/> Marked off measurements <input type="checkbox"/> Unlocatable Plant <input type="checkbox"/> Locating procedures / techniques	

5. No marks, because:	<input type="checkbox"/> Excavation started early <input type="checkbox"/> DPS arrived late to locate <input type="checkbox"/> Prints incorrect / not updated <input type="checkbox"/> DPS did not identify utility <input type="checkbox"/> Did not mark scope of ticket	<input type="checkbox"/> Abandoned Facility <input type="checkbox"/> Unlocateable Plant <input type="checkbox"/> Weather <input type="checkbox"/> Construction in area <input type="checkbox"/> Worked beyond scope of ticket	<input type="checkbox"/> Turned back to utility - # <input type="checkbox"/> Excavator worked beyond agreed scope <input type="checkbox"/> Utility not on ticket
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Sketch the damaged facility and surrounding area

Photographs of damage: Yes No

Investigator:

Supervisor / Contributor:

Date:

Date:

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Damage Analysis

1. Direct Cause

2. Contributing Factors

Excavator

- Not ticket called in
- No white striping
- Excavation started early
- Invalid Ticket
- Worked beyond scope of ticket
- Markings gone due to weather
- Markings done due to construction
- Damaged exposed plant
- Did not hand dig or hydrovac
- Worked beyond agreed scope of ticket

Utility

- Prints incorrect / not updated
- Turned back to utility
- Marked off measurements / field notes
- Utility not on ticket
- Facility currently not in service
- Unlocatable plant
- Bled off

DPS

- Signal bled off target
- Did not mark scope of ticket
- Did not identify utility
- Arrived late to the locate
- Did not pull prints
- Missed or misread prints
- Improper locating procedures
- No documentation

Other

3. Root Cause

Clarification