

	<b>NO OBJECTION FOR EXCAVATION WORK</b>	<b>QR/HSE/026 - L4</b>	
		<b>Work Permit No:</b>	

- ❖ Contractor's name : .....
- ❖ ID card no. : .....
- ❖ Company name : .....
- ❖ Project name : .....
- ❖ Responsible person name and contact no. : .....
- ❖ Work commence date and time : .....
- ❖ Estimated work completion date and time: .....
- ❖ Location of Excavation work: .....
- ❖ Work Description: .....

❖ **Acknowledgment:- (To be signed by Contractor)**

I have read the guidelines as annex "A" in the permit carefully and understood the limitations of work. I under take to pass down this information to all those taking part in work.

Name: - ..... Signature: - ..... Date: - .....

➤ **Facilitated by :** ( Indicate the department) .....

Name: - ..... Signature: - ..... Date: - .....

➤ **Evaluated & Notified by: Ops. / M. Service/PIS. /ETM. / Security: (As appropriate)** .....

Name: - ..... Signature: - ..... Date: - .....

➤ **No Objection by QHSE Department**

Name: - ..... Signature: - ..... Date: - .....

➤ **Work Completion** (To be signed by relevant HOD/Manager)

I have inspected the work carried out and certify that the work has been satisfactory completed.

Name: - ..... Signature: - ..... Date: - .....

*The person who perform excavation work, must keep this permit with him and produce when request by authorized officer.*

*Note: To be filled by relevant Contractor*

## Annexure "A"

Every contractor must strictly adhere to the guidelines.

1. This permit must be filled out completely prior to performing in trenching or excavation work.
2. Maintain a safe access and exit route to and from excavation.
3. Prevent collapse of the excavation.
4. Perimeter protection system are in place.
5. Confirm materials and equipment does not fall onto the crew members in the excavation.
6. Avoid the undermining of other structures/nearby buildings.
7. Any excavation works, ground penetration works, earthworks, and underground works from the ground surface level or any bore hole or driven earth rod work, within HIP premises shall require an Excavation Permit and other supporting permit/documents, prior to the start of excavation/ ground penetration activities.
8. Scanning of underground services is recommended for critical excavation/ground penetration activities.
9. After scanning the excavation/ground penetration work area, in case of any further doubt about the exact location of underground services or as an alternative method that can be used for confirming the underground services, a trial pit digging can be perform. The material of shovel to be used for trial pit digging shall be plastic type. (or other non-conductive material).
10. Trial pit digging shall be performed only after the Excavation Permit application is approved by all the concerned In-Charges/Managers of the Section/Department.
11. Work should not commence until the site inspection by the authorized persons such as Site In-Charges, Authorized Engineer from Engineering Section, Area In-Charges, and Field Coordinators has been carried out and all part of excavation works, ground penetration works, earthworks, or underground works has been found safe to work.
12. Every part and stages of an excavation works, ground penetration works, earthworks, or underground works, where persons are employed should be inspected by Site In-Charges and authorized person from Engineering Section/relevant line department of HIP at regular intervals, at least once a day and record the results of such inspections.
13. Sites of excavation works, ground penetration works, earthworks, and underground works shall be thoroughly inspected by contractor/door:
  - a. Daily, prior to each shift and after interruption in work of more than one day.
  - b. After an unexpected fall of the ground.
  - c. After substantial damage to supports.
  - d. After a heavy rain or wind.
14. No heavy load, heavy vehicle or equipment should be placed or moved near the edge of any excavation works, ground penetration works, earthworks, or underground works, where it is likely to cause its collapse and thereby endanger any person or cause property damage, unless precautions such as the provision of shoring and piling are taken to prevent the sides from collapsing.
15. Adequately anchored stop blocks, barriers and signage should be provided to prevent vehicles being driven into excavation works, ground penetration works, earthworks, or underground works. Heavy vehicles used for excavation/ground penetration activities should not be allowed near the excavation works, ground penetration works, earthworks, or underground works, unless the ground support works has been specially designed to permit it.
16. An Excavation Permit Package consists of at least, but not limited to, the following documents:
  - a. HSE Approved Excavation Permit
  - b. JSA or HIRA
  - c. Excavation / Ground Penetration Work Drawings and Underground Services As-Built Drawings
17. Make sure to fill the attached(Annexur-B) Excavation checklist form also.
18. Every outsourced contract person should undergo the Safety Induction training conducted by HIPS - HSE Department and sign the acknowledgement.

19. Always should take necessary actions to protect the employees, stakeholders, customers and properties of HIPG/HIPS.
20. All equipment is to be in sound condition with holding required certificates.
21. Do not harm the environment of the HIPG/HIPS premises.
22. If an emergency situation (Including an accident/near miss) occurred, please inform the ERU/HSE Department and security section.
23. It is required to obtain port entry pass prior to enter the port for every personnel and vehicles. It is required to obtain permission from Custom for any tools / equipment or goods bring inside the Port.
24. Explosive items or gadgets are strictly prohibited inside the work premises.
25. Every worker should wear standard personnel protective equipment and should be well aware about those items and their usage.
26. All employees must be well aware about the Fire Assembly Points and paths to the Fire Assembly Points.
27. Every contractor must strictly adhere to the driving limitations inside the Port and maximum speed should be 50 kmph.
28. All vehicles to be parked at the designated areas and all traffic rules to be adhered.
29. The person who performed Hot Work (Welding, Grinding, and Cutting etc.) should have a prior preparations and all the fire extinguishers must be align before the specific work. HIPS fire section be informed prior to commence the works.
30. Taking photographs or video recordings inside the Port is strictly prohibited.
31. All the garbage and waste should be disposed according to the standards. It should be separated as digest waste and non-digest waste and need to dispose designated bins placed at the designated locations. Construction debris should be removed from the location regularly in order to keep the area as a safe work place.
32. You are not authorized to enter the ships or restricted areas unless permission granted by relevant authority.
33. Smoking, chewing betel and using alcohol inside the Port is strictly prohibited. Designated smoking area to be used for smoking.
34. Prior Approval should needed for using the water or electricity from the Port.
35. Do not remove Fire Extinguishers kept for an emergency use from the relevant places.

36. Work related to loud noises, large smokes or dust- always take necessary actions and safety measures to prevent the pollutions. Following are the maximum exposure level/time and each line by itself represents 100% of the allowable noise dose per 24-hour day. In other words, if you've already experienced 15 minutes at 100 dBA, you're "done for the day," and the remainder of your 24-hour period should have NO exposure above 85 dBA, and preferably should be below 70 dBA. More than 140dBA is prohibited.

Noise level dBA	Maximum Exposure time per 24hrs	Noise level dBA	Maximum Exposure time per 24hrs
85	8 hours	109	112 seconds
88	4 hours	112	56 seconds
91	2 hours	115	28 seconds
94	1 hour	118	14 seconds
97	30 minutes	121	7 seconds
100	15 minutes	124	3 seconds
103	7.5 minutes	127	1 second
106	3.7 minutes	130-140	less than 1 second

37. Please contact following numbers in an emergency as appropriate.

Name	Contact Number
Emergency Response Unit /Fire section	047 225 8855
Manager QHSE	076 407 7801
A/ Manager QHSE	076 407 7823
Duty HSE officer	076 407 7800
Shift Engineer	076 407 7771
Duty officer at Port Control	076 407 8051 / 047 227 7701
Duty Manager	076 407 7600
Navy emergency	091 378 1118 / 011 307 0312
Security	047 227 7810
Emergency Treatment Centre	047 493 8136 / 076 407 7888

<b>Requesting Department</b>	<b>HIPS</b>		<b>Excavation Permit</b>				<b>HIPG</b>		<b>QHSE/...../...../.....</b>		
	<b>All - Please confirm the Drawings, Make your coments overleaf if required or attached document for clear understanding</b>										
	Requesting Date: .....					Requesting Dept: .....					
	Place of work: (Please attach the necessary Drawings)										
	Reason for Excavation:										
	Work Excavated by:										
	Site In-Charge (Contractor):					Tel:		Mob:			
	Site In-Charge (Internal) & Emp. No.:					Tel:		Mob:			
	Dimension Of Excavation			Dimension Of Excavation			Actual Work Started On: .....		Nature Of Excavation		
	Length:		meter	From:						By Hand	
Width:		meter	To:						By Machine		
Depth:		meter	Extension:						<b>*Mark Only One</b>		
Remarks:											
<b>Approval</b>	Engineering and Technology Management Department										
	<b>Utility (Please confirm the drawings and make your coments )</b>										
		Yes	No	Remarks:							
	Portable water pipeline:	<input type="checkbox"/>	<input type="checkbox"/>								
	Sea Water Pipeline:	<input type="checkbox"/>	<input type="checkbox"/>								
	Drain Pipeline:	<input type="checkbox"/>	<input type="checkbox"/>								
	Gas Pipeline:	<input type="checkbox"/>	<input type="checkbox"/>								
	<b>Electrical (Please confirm the drawings and make your coments )</b>										
		Yes	No	Remarks:							
	Electrical Cable lines:	<input type="checkbox"/>	<input type="checkbox"/>								
Instrument cable lines:	<input type="checkbox"/>	<input type="checkbox"/>									
<b>Civil (Please confirm the drawings and make your coments )</b>											
	Yes	No	Remarks:								
Drainage Line:	<input type="checkbox"/>	<input type="checkbox"/>									
Water Line:	<input type="checkbox"/>	<input type="checkbox"/>									
<b>IT (Please confirm the drawings and make your coments )</b>											
	Yes	No	Remarks:								
Network Cable:	<input type="checkbox"/>	<input type="checkbox"/>									
Telephone Line:	<input type="checkbox"/>	<input type="checkbox"/>									
<b>Emergency Response Unit</b>	Fire Water Line + Siren + CCTV Cable		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>					
	<b>Requirements</b>		Yes	No							
	Fire extinguisher nearby:	<input type="checkbox"/>	<input type="checkbox"/>								
Fire engine Nearby:	<input type="checkbox"/>	<input type="checkbox"/>									
<b>QHSE</b>	Warnig light during night works:	<input type="checkbox"/>	<input type="checkbox"/>	Barriers:		<input type="checkbox"/>	<input type="checkbox"/>				
	Excavation Trafic boards:	<input type="checkbox"/>	<input type="checkbox"/>	Dust/ Gas Masks:		<input type="checkbox"/>	<input type="checkbox"/>				
	Remove debris/ Arrange area	<input type="checkbox"/>	<input type="checkbox"/>	Ear Defenders:		<input type="checkbox"/>	<input type="checkbox"/>				
	Hazardous items available	<input type="checkbox"/>	<input type="checkbox"/>	Safety Goggles		<input type="checkbox"/>	<input type="checkbox"/>				
	Breathing apparatuses	<input type="checkbox"/>	<input type="checkbox"/>	Face Shields		<input type="checkbox"/>	<input type="checkbox"/>				
	Warning Signs:	<input type="checkbox"/>	<input type="checkbox"/>	Probing:		<input type="checkbox"/>	<input type="checkbox"/>				
<b>ADM</b>	<b>Any Excavation Involving removal of Trees or Plants Shall obtain prior permissions of ADM Department</b>										

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