

EXCAVATION & PERMIT TO DIG

Excavation · trenching · piling · coring · ground penetration · breaking ground near services

COPY 1 OF 2 — DISPLAY AT WORK SITE

KD-PTW-EX-005 Rev A0

CDM 2015 reg 22(4) requires that work must not be carried out in a supported or battered excavation unless it has been inspected by a competent person at the start of the shift, after any event likely to have affected its strength or stability, and after any unintentional fall of material — and the inspector is satisfied work can be carried out safely. Reg 24 requires the inspection to be reported. That is a legally mandatory, recorded, start-of-shift authorisation. Reg 25(4) requires suitable and sufficient steps to prevent risk from underground services. See also HSE HSG47 (3rd edition, 2014), Avoiding danger from underground services.

1 PERMIT IDENTIFICATION

PERMIT NUMBER	PROJECT / SITE REF	SITE NAME AND ADDRESS	DATE OF ISSUE
VALID FROM (DATE & TIME)	VALID TO (DATE & TIME)	CROSS-REFERENCED PERMITS / CERTIFICATES	

2 LOCATION AND DESCRIPTION OF WORK

EXACT LOCATION OF WORK	PLANT / EQUIPMENT IDENTIFICATION		
DESCRIPTION OF THE WORK, AND ITS LIMITATIONS			
MAXIMUM DEPTH (M)	LENGTH × WIDTH (M)	METHOD — HAND DIG / MACHINE / VACUUM	CONTRACTOR / TRADE

3 BURIED SERVICES — CLEARANCE BEFORE ANY GROUND IS BROKEN

No ground may be broken until every line below is complete. HSG47: plan the work, locate and identify buried services, then excavate safely.

- ☐ Service drawings obtained from every utility and the client, and are on site
- ☐ CAT and genny survey carried out by a trained operative, and the area marked up
- ☐ All located services marked on the ground and on the drawing
- ☐ Trial holes hand-dug to positively identify services before machine excavation
- ☐ Safe digging practice briefed — hand tools within 500mm of any known service
- ☐ Where practicable, services confirmed isolated and dead (attach isolation certificate)
- ☐ Gas, water, electricity, telecoms and drainage all separately considered
- ☐ Procedure briefed for what to do if an unrecorded service is found — stop and reassess

CAT SURVEY BY (NAME)	DATE / TIME OF SURVEY	SERVICE DRAWING REFERENCES	ISOLATION CERTIFICATE REF

4 SUPPORT, STABILITY AND EDGE PROTECTION

- ☐ Excavation supported, battered or benched to a design by a competent person
- ☐ Temporary works design and check certificate obtained where required (BS 5975-1:2024)
- ☐ Spoil, plant and materials kept clear of the excavation edge
- ☐ Edge protection and barriers installed; excavation covered or lit out of hours
- ☐ Safe access and egress into the excavation provided within 25m of any working position
- ☐ Effect on adjacent structures, foundations and roads assessed
- ☐ Groundwater, flooding and pumping arrangements considered
- ☐ Where the excavation may become a confined space, a separate entry permit has been raised

5 COMPETENT PERSON INSPECTION — CDM 2015 REG 22(4) AND REG 24

This section is the legally mandatory part. It must be completed at the start of every shift, after any event likely to affect stability, and after any unintentional fall of material.

DATE	TIME	INSPECTED BY (NAME)	REASON — START OF SHIFT / EVENT / F...	FINDINGS, AND WHETHER WORK MAY P...	SIGNATURE

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continued

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DATE	TIME	INSPECTED BY (NAME)	REASON — START OF SHIFT / EVENT / F...	FINDINGS, AND WHETHER WORK MAY P...	SIGNATURE

EXCAVATION & PERMIT TO DIG

Authorisation · acceptance · handover · hand-back · cancellation

COPY 2 OF 2 — RETAIN AT PERMIT CONTROL POINT

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6 ISSUE — ISSUING AUTHORITY

I certify that the hazards of this work have been identified and assessed, that the work site has been examined, and that all precautions specified in this permit — including all isolations — have in fact been taken.

I certify that all buried services have been located and marked, and that the support and edge protection specified are in place.

I confirm the validity period is specific to this work period and is not open-ended.

PRINTED NAME	APPOINTED ROLE	COMPANY	SIGNATURE	DATE	TIME

7 AUTHORISATION — SECOND PERSON CHECK BEFORE ISSUE

HSE requires the permit to be seen by a second person before it is issued. I have reviewed this permit and am satisfied it is complete, the scope is properly limited, and it does not conflict with any other permit live in this area.

PRINTED NAME	APPOINTED ROLE	COMPANY	SIGNATURE	DATE	TIME

8 ACCEPTANCE — PERFORMING AUTHORITY

I have read and understood this permit. I understand the hazards and the precautions, I have briefed everyone working under it, and those precautions will be observed for the duration of the work. I will not exceed the scope or the validity period stated.

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

9 EXTENSION / SHIFT HANDOVER

Complete only where the work continues into a further period. Confirm the plant remains safe and the incoming acceptor is aware of the hazards.

EXTENDED TO (DATE & TIME)	ISSUING AUTHORITY SIG	INCOMING ACCEPTOR SIG	RE-CHECKED (Y/N)
EXTENDED TO (DATE & TIME)	ISSUING AUTHORITY SIG	INCOMING ACCEPTOR SIG	RE-CHECKED (Y/N)

10 SUSPENSION

HSE requires suspended permits to be retained on the permit system, with the condition the plant has been left in and the consequences for other activities recorded.

DATE & TIME SUSPENDED	REASON, AND CONDITION PLANT LEFT IN	SIGNED

11 HAND-BACK — PERFORMING AUTHORITY

I certify that the work described in this permit is complete or has been stopped, that all persons and equipment under my control have been withdrawn, and that the area has been left in a safe and clean condition.

☐ Work COMPLETED		☐ Work PARTIALLY completed		☐ Work STOPPED and not completed	
PRINTED NAME	SIGNATURE	DATE	TIME	OUTSTANDING ITEMS	

12 CANCELLATION — ISSUING AUTHORITY

I certify that the work area has been inspected, that the plant and area have been returned to a safe condition with all isolations removed and verified, and that this permit is cancelled.

PRINTED NAME	SIGNATURE	DATE	TIME	REGISTER (INITIALS)

On cancellation, flatten this PDF before archiving so the record cannot be silently edited. Retain for a minimum of 30 days on site (HSG250), then archive in line with your retention schedule.

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continued

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R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-08-07	first-issue	First issue.	— not yet approved —
D1	2026-08-10	material	HSG47 dated to the 3rd edition, 2014. Legislation position reviewed against Product Legislation Register KD-REG-01 Rev R01.3 and the August 2026 horizon scan; cutoff moved to 10 August 2026.	— not yet approved —
A0	2026-08-27	review	Approved for issue by the author. Content unchanged from D1; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.