



Revision No.	01
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Revised By	Lenny Bedard
Approved By	Jack Carnes

JB

QUALITY ASSURANCE: ULT Checklist UM-QAC-002 R01

UM Ticket No.:		ULT Name:		Job Type
Locate Address:				Private
Utilities:				Private w/ OCC
				Pipeline
ANY NO OR N/A BOXES CHECKED MUST BE JUSTIFIED				Complete PL boxes if Pipeline job.
1.0 – Getting Started				Yes No N/A
1.1 – Did you CONFIRM which utilities are to be located?				
1.2 – Did you CONFIRM you are at the correct address/location?				
1.3 – Did you carefully read the locate form to determine the locate area?				
1.4 – Did you receive all information for the job (One Call pkg., Access Route, Route Sheet, Records etc.)?				
1.5 – Did you do a VISUAL SWEEP for all signs of possible buried plant (dip poles, meters, conduits, etc.)?				
1.6 – Did you complete a JHA for the job site?				
2.0 – Completing the Field Locate				Yes No N/A
2.1 – Did you TRACE a precise signal when locating each utility?				
2.2 – Did you try other connection points if signal was not precise?				
2.3 – Did you unbond parallel cables for BELL?				
2.4 – Verified any records you have				
2.5 – Did you POWER MODE (PASSIVE) sweep the ENTIRE work area for all possible signals?				
2.6 – Did you follow each signal to determine which utility it may be, and where it goes?				
2.7 – Did you DIRECT CONNECT to a test post if available (nearest crossroad)? PL				
2.8 – Did you INDUCTION (ACTIVE) sweep the ENTIRE work area for all possible signals? PL				
2.9 – Does your sweep match the INITIAL SWEEP markings? PL				
2.10 – UM LIMIT STAKES placed to show limits of the sweep PL				
2.11 – Did you call for help if you were having trouble tracing a line?				
3.0 – Drawing Requirements				Yes No N/A
3.1 – Re-checked any records you may have when drawing				
3.2 – Drawing includes all utilities, making sure all details are clear and legible				
3.3 – Labelled all located plant with as many details as possible (GM, BE, PL, COM, etc.)				
3.4 – All land objects correctly labelled (BL, CL, SW, street name, number, etc.)				
3.5 – Is the located area labelled on the drawing, with written limits provided?				
3.6 – Tape measure used for accurate measurements from fixed objects				
3.7 – Multiple measurements taken on all utilities				
3.8 – Additional measurements taken for changes of direction 45° or more / straight variation of more than 0.5m				
3.9 – Any unlocatable and/or unknown lines within the dig area noted				
3.10 – All required information present on locate forms including North arrow, time, and personnel onsite				
4.0 – Job Close-Out				Yes No N/A
4.1 – Did you take photos before, and after your locate? (sweeps must include UM LIMIT STAKES PL)				
4.2 – Did you contact the Contractor or your Manager for any discrepancies on the job site?				
4.3 – Is the locate/sweep complete?				
ULT Signature:				Date:
Notes:				
BELOW IS TO BE COMPLETED BY MANAGER / SUPERVISOR / LEAD HAND				
Desktop Review Complete				Date:
Desktop Reviewer Name:		Desktop Reviewer Signature:		