

# Excavation Permit System Procedure

## 1. General

This procedure establishes the requirements for conducting excavation works at GeelongPort facilities. It ensures that underground services, ground stability, contamination risks, and nearby infrastructure are assessed and protected prior to any excavation activity.

### 1.1. Responsibilities

Contractor	<ul style="list-style-type: none"><li>• Obtains an excavation permit prior to entering a GeelongPort site</li><li>• Obtain an Authority to Commence Work prior to conducting any site works</li><li>• Hold a copy of authorised Excavation Permit and Authority to Commence Work within the on site at all times.</li></ul>
GeelongPort Contractor Works Supervisor	<ul style="list-style-type: none"><li>• Ensure that exact location of excavation is known prior to set up and that all identified precautions are followed.</li><li>• Communicate the works to relevant stakeholders.</li></ul>
GeelongPort Infrastructure Delivery	<ul style="list-style-type: none"><li>• Review submitted excavation permit applications.</li><li>• Verify DBYD and underground service plans provided with the permit application</li><li>• Assess structural stability, environmental risks, and infrastructure impacts.</li><li>• Approve or deny permits and issue special conditions if required.</li><li>• Conduct site inspections for complex excavations.</li><li>• Ensure suitability of underground service plans are updated or reflected in GIS.</li></ul>

## 2. Procedure

### 2.1. General

GeelongPort personnel and Contractors executing and excavation within GeelongPort must secure an Excavation Permit

The completed application form must be submitted to GeelongPort Infrastructure Delivery at [infrastructuredelivery@geelongport.com.au](mailto:infrastructuredelivery@geelongport.com.au)

#### 2.1.1. Scope

All excavation activities, regardless of size or depth, are subject to this procedure and require a valid Excavation Permit prior to commencement.

#### 2.1.2. Information Required

The application form should contain the following information, but not limited to:

- Excavation location (coordinates or site map)

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- Geometry of excavation (depth, width, length)
- Dates and duration of work
- DBYD (Dial Before You Dig) information
- Temporary works design (if applicable)
- Company and contact details

The completed application form is forwarded to GeelongPort Infrastructure Delivery who will review the proposed excavation at the nominated location.

After review, the Application Form is either approved or denied.

### 2.1.3. Timeframes

Permit applications must be submitted at least **two (2) business** days prior to the planned commencement of work to allow sufficient time for assessment, coordination, and approval by GeelongPort Engineering.

### 2.1.4. Approved

The Excavation Permit is given a distinct permit number, signed by a GeelongPort Engineering Team member and endorsed with any special conditions. The Excavation Permit is then issued to the Applicant who must have a copy of the permit with them when performing the lifting operation.

### 2.1.5. Denied

Excavation Permit is not issued. The Applicant is contacted and informed of the reasons for the denial of the application.

## 3. References

### Legislation, Standards & Codes

- ISO45001 OH&S Management System (or equivalent)
- OH&S Regulations 2017
- Victorian OH&S Act 2004
- Legal Compliance Register - OH&S
- Legal Compliance Register - Industry Specific

### Procedures

- Contractor Management Procedure
- Work Permit System Procedure
- Communications Procedure

### Forms

- Excavation Permit