



Project Information - Open Trench Civil, Cable Hauling, Open Trench Electrical & Final Inspections				
<b>PROJECT DETAILS</b>				
<b>Network #:</b>		<b>PM Order #:</b>		
<b>Project Name:</b>		<b>Stage:</b>	<b>Location:</b>	
<b>CP/PAL approved drawing(s) #:</b>				
<b>Project Type</b>				
Network Managed (Option 1):		Residential	Industrial	Public Lighting
Customer Managed (Option 2):		Residential	Industrial	Public Lighting
<b>Network Initiated</b>				
<b>Project Scope:</b>				
<b>PROJECT STAKEHOLDERS</b>				
<b>PAL Project Manager</b>		Name:		
<b>Customer Project Manager (PM1/PM2)</b>		Company:		Responsible Person:
		Phone:		Email:
<b>Civil Constructor</b>		Company:		Responsible Person:
		Phone:		Email:
		VEDN #:	VEDN# ExpiryDate:	VEDN # Next Audit Date:
		Accredited VEDN Site Supervisor:		Phone:
<b>Electrical Constructor</b>		Company:		Responsible Person:
		Phone:		Email:
<b>Cable Detailer</b>		Company:		Responsible Person:
		Approved Detailer(s):		
		Phone:		Email:
<b>Cable Detailed Plan Drafting</b>		Company:		Responsible Person:
		Phone:		Email:
<b>WORKSITE INSPECTION DETAIL</b>				
<b>Part 1:</b> Open Trench Civil Audit		Company:		
		Attending Auditor(s):		
		Attending VEDN #(s):		
		Responsible Auditor:	VEDN #:	Expiry:
<b>Part 2:</b> Cable Hauling Audit		Company:		
		Responsible Auditor:		VEDN #:
				Expiry:
<b>Part 3:</b> Open Trench Electrical Audit		Company:		
		Attending Auditor(s):		
		Attending VEDN #(s):		
		Responsible Auditor:	VEDN #:	Expiry:
<b>Part 4A:</b> Civil - Final Inspection		Company:		
		Attending Auditor(s):		
		Attending VEDN #(s):		
		Responsible Auditor:	VEDN #:	Expiry:
<b>Part 4B:</b> Electrical - Final Inspection		Company:		
		Attending Auditor(s):		
		Attending VEDN #(s):		
		Responsible Auditor:	VEDN #:	Expiry:
<b>VEDN RE-AUDIT REQUIREMENT</b> <i>Must be completed if a second CP/PAL re-audit is required</i>				
<b>Part 5A:</b> Re-Audit Non-compliance Review		Company:		
		Attending Auditor(s):		
		Attending VEDN #(s):		
		Responsible Auditor:	VEDN #:	Expiry:
<b>Part 5B:</b> Re-Audit Civil Final Inspection		Company:		
		Attending Auditor(s):		
		Attending VEDN #(s):		
		Responsible Auditor:	VEDN #:	Expiry:
<b>Part 5C:</b> Re-Audit Electrical Final Inspection		Company:		
		Attending Auditor(s):		
		Attending VEDN #(s):		
		Responsible Auditor:	VEDN #:	Expiry:

# Worksite Inspection Report Document number: SRCE-447194848-37942

## Underground Electrical Infrastructure Quality Assurance Process

This report must be completed in conjunction with the Worksite Inspection Report work instruction JEQA4UJ443MT-150-348



<b>Electrical Project Managers Declaration</b> <i>Must be completed for all Option 1 URD &amp; Option 2 Projects</i>		Compliant Y / N / NA	Date	Initials
Declaration Statements				
<b>Pre Commencement Confirmations</b>				
I have confirmed an approved cable detailer has been engaged for this project				
I have confirmed a VEDN approved auditor has been engaged to inspect this project				
The VEDN approved auditor is aware of the photographic requirements of the audit process				
An electrical permit is on issue for this project / permit expiry follow up date reminder has been set				
<b>PART 1: Open Trench Civil Audit Confirmations</b>				
I have checked the audit form & confirm it is fully completed to comply with the current work instructions				
All mandatory sections have been checked and completed with relevant date information				
I confirm all nominated photos have been checked and collated				
<b>PART 2: Cable Hauling Audit Confirmations</b>				
I have checked the audit form & confirm it is fully completed to comply with the current work instructions				
The required mandatory photos have been confirmed				
I confirm all mandatory sections have been checked and completed with relevant date information				
<b>PART 3: Open Trench Electrical Audit Confirmations</b>				
I have checked the audit form & confirm it is fully completed to comply with the current work instructions				
All mandatory sections have been checked and completed with relevant date information				
I confirm that all nominated photos have been checked and collated; mandatory photos provided				
<b>PART 4A: Civil - Final Inspection Audit Confirmations</b>				
I have checked the audit form & confirm it is fully completed to comply with the current work instructions				
All mandatory sections have been checked and completed with relevant date information				
<b>PART 4B: Electrical - Final Inspection Audit Confirmations</b>				
I have checked the audit form & confirm it is fully completed to comply with the current work instruction				
Mandatory photos have been confirmed, checked and found compliant with process requirements				
I confirm all required variations have been requested from council / VicRoads / Powercor and approved				
<b>DECLARATION</b>				
<i>All items in the declaration have been checked &amp; all photo requirements comply with the Worksite Inspection Report instruction.</i>				
<b>Electrical Project Manager Taking Responsibility</b>				
Name of Project Manager taking responsibility:				
Signature of responsible Project Manager:			Date of signature:	
<b>VEDN RE-AUDIT REQUIREMENT</b> <i>Must be completed if a second CP/PAL re-audit is required</i>				
<b>PART 5A: Non-Compliance Review Re-Audit Confirmations</b>				
The Non-compliance List Review and Explanation detail is complete and complies with requirements				
The Improvement Opportunities sections of the form have been completed and are compliant				
<b>PART 5B: Civil - Final Inspection Re-Audit Confirmations</b>				
I have checked the audit form and confirm it is fully completed to comply with the current guidelines				
All mandatory sections are completed with relevant date information				
<b>PART 5C: Electrical - Final Inspection Re-Audit Confirmations</b>				
I have checked the audit form and confirm it is fully completed to comply with the current guidelines				
Issues identified during the PAL audit have been addressed and possible further issues investigated				
With the evidence that I have reviewed I am satisfied that all non-conformances have been addressed				
<b>RE-AUDIT DECLARATION</b>				
<i>All items in the declaration have been checked &amp; all photo requirements comply with the Worksite Inspection Report instruction.</i>				
<b>Electrical Project Manager Taking Responsibility</b>				
Name of Project Manager taking responsibility:				
Signature of responsible Project Manager:			Date of signature:	





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### PART 2: Cable Hauling Audit Checklist The Major HV and LV cable haul must be inspected onsite for all projects To complete this part the auditor must have the min VEDN classification of Worksite Electrical (Manual Hauling only) or Worksite Electrical Hauling (Mechanical Hauling)

#### SITE INFORMATION

Name of trained Crew Leader on site					
Names of trained Cable Haulers (min 2)					
Date open trench civil audit undertaken		Date(s) of cable hauling audit			
Cable drum set up:	Self loader	Cable stands	Flatbed truck / stand		
LV Cable Haul type:	Hand Drawn Flaking	Direct Caterpillar	Manual	Winch	Bonded
HV Cable Haul type:	Hand Drawn Flaking	Direct Caterpillar	Manual	Winch	Bonded

#### DETAILS OF MAJOR CABLE HAULING ROUTE INSPECTED

HV cable hauling route:  
 LV cable hauling route:

INSPECTION ITEM	HV Cable Compliant Y/N/NA	LV Cable Compliant Y/N/NA	Comments
Minimum Mandatory Inspection requirement			Provide additional detail
Position of truck and cable drum, appropriate to cable haul			
Exclusion zone in place around winch / operator protection			
Rope and cable free from other assets to avoid damage			
Winch position directly in line where possible			
Winch fitted with working tension gauge			
Rollers installed along straight sections			
Rollers installed between drum and trench			
Rollers installed between trench and winch			
Minimum three rollers installed at each corner			
Minimum bending radius of cable not compromised			
Conduit end bell-mouths installed			
Describe system of communication between personnel			
Cable not over spooling from drum			
Cable not catching on drum or cradle			

#### EVIDENCE OF CABLE HAULING TENSION

HV cable field tension		HV cable drawing tension	
LV cable field tension		LV cable drawing tension	

#### Photographic Evidence Tabulation Mandatory requirement for Option 1 URD and Option 2 projects

Photo Requirement	Location	Photo Description
LV		
LV		
LV		
LV		
HV		
HV		
HV		
HV		

#### DECLARATION: Approved Auditor Taking Responsibility

All items in the checklist above have been inspected and comply with cable hauling standards.

Audited by:	Signature:	Date:	VEDN #:
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**PART 3: Open Trench Electrical Audit** *To be undertaken with cables installed before backfill or cover*  
*Must be completed by a VEDN approved Worksite Electrical Auditor*

**Nominated Report Items / Photographic Evidence Tabulation** *Must be completed for all Option 1 and Option 2 Projects*

Location	Asset Description	Measurement	Photo Taken	Auditor Initials	Inspection Date

*For additional report items or photographic evidence tabulation refer to Appendix A*

**AUDIT SCOPE, VARIATION, NON-COMPLIANCE AND RECTIFICATION INFORMATION**

**DECLARATION : Approved Worksite Civil or Worksite Electrical Taking Responsibility**

*All items in the checklist above have been inspected and comply with Technical Standards and the approved drawing.*

Audited by:	Signature:	Date:	VEDN #:
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## Underground Electrical Infrastructure Quality Assurance Process

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**PART4A: Civil - Final Inspection** *Should be completed with trenches backfilled*  
*To complete this part of the form the auditor must have the minimum VEDN classification of Worksite Civil*

**MANDATORY PROJECT SITE INFORMATION MARKER TAPE INSPECTION REFERENCE POINTS**

Number of items on project	Inspection items checked	Date	No. Sites checked	Date	No. Sites checked
Public light columns	32mm public light conduits				
Service pits	63mm service cable conduits				
Mains splay conduits	Mains cable splay conduits				
100mm road conduits	100mm road xing conduits				
150mm road conduits	150mm road xing conduits				
Number of lots	Lots where tape inspected				

INSPECTION REQUIREMENT	Project Construction Staged Quality Assurance			Mandatory		
	Compliant Y/N/NA	Inspection date	Initials	Compliant Y/N/NA	Inspection date	Initials
<b>INSPECTION ITEM GUIDELINES</b>						

**MARKER TAPE INSPECTION RESULT**

MARKER TAPE INSPECTION RESULT	Project Management		
	Compliant Y/N/NA	Inspection date	Initials
Marker tape inspected on 32mm public light conduits			
Marker tape inspected on 63mm service cable conduits			
Marker tape inspected on splay conduits			
Marker tape inspected on 100mm road crossing conduits			
Marker tape inspected on 150mm road crossing conduits			
Marker tape inspected in main cable trench			
Marker tape depth compliant at all locations			
Marker tape asset overhang inspected			

**SERVICE PITS**

SERVICE PITS	Compliant Y/N/NA	Inspection date	Initials
Correctly positioned at building lines			
Final levels and concrete works complete			
Concrete encasement requirements met			
Bodies in new unmodified condition, free of mud and debris			
Lids free, operational and in new condition			
Rim and lid levels compliant with CP/PAL standards			
Conduit entry length correct, free of sharp ends			
Customer conduit lengths inside lots verified			
All new cable and marker pits checked and level			

**ASSET CONDITION**

ASSET CONDITION	Compliant Y/N/NA	Inspection date	Initials
Public light columns free of mechanical damage			
Public light columns free of concrete slurry and tar spray			
LV pillar bollards installed to standard, straight and secure			
LV pillar bodies free of damage, concrete slurry and tar spray			
Substation reserve flat, level and free of other assets			
Ground compacted around kiosk culvert; no gaps under base			
Kiosk shell free of damage and foreign materials			

**AUDIT SCOPE, VARIATION, NON-COMPLIANCE AND RECTIFICATION INFORMATION**

**DECLARATION: Approved Worksite Civil or Worksite Electrical Taking Responsibility**

*All items in the checklist above have been inspected and comply with Technical Standards and the approved drawing.*

Audited by:	Signature:	Date:	VEDN #:
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**Worksite Inspection Report** Document number: SRCE-447194848-37942  
**Underground Electrical Infrastructure Quality Assurance Process**

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**PART 4B: Electrical - Final Inspection**  
*Must be completed with final levels established Must be completed by a VEDN approved Worksite Electrical Auditor*  
**Mandatory Report Items / Photographic Evidence Tabulation** *Must be completed for all Option 1 and Option 2 Projects*

Location Information	Photo Taken	Auditor Initials	Inspection Date

**AUDIT SCOPE, VARIATION, NON-COMPLIANCE AND RECTIFICATION INFORMATION**

**DECLARATION: Approved Worksite Civil or Worksite Electrical Taking Responsibility**  
*All items in the checklist above have been inspected and comply with Technical Standards and the approved drawing.*

Audited by:	Signature:	Date:	VEDN #:
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**PART 5A: Re-Audit Non-Compliance Review** *Must be completed when a second re-audit is required*

*Must be completed as detailed in the Worksite Inspection Report work instruction by a VEDN responsible Worksite Auditor who completed Part 4B*

**NON-COMPLIANT LIST REVIEW AND EXPLANATION DETAIL**

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**IMPROVEMENT OPPORTUNITY CONSIDERATIONS BY RESPONSIBLE AUDITOR**

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**IMPROVEMENT OPPORTUNITY CONSIDERATIONS BY THE RESPONSIBLE CABLE DETAILER**

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**DECLARATION: Approved Worksite Electrical Taking Responsibility**

*All items in the checklist above have been inspected and comply with Technical Standards and the approved drawing.*

Audited by:	Signature:	Date:	VEDN #:
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## Underground Electrical Infrastructure Quality Assurance Process

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**PART5B: Re-Audit Civil - Final Inspection** *Should be completed with trenches backfilled  
To complete this part of the form the auditor must have the minimum VEDN classification of Worksite Civil*

**MANDATORY PROJECT SITE INFORMATION MARKER TAPE INSPECTION REFERENCE POINTS**

Number of items on project	Inspection items checked	Date	No. Sites checked	Date	No. Sites checked
Public light columns	32mm public light conduits				
Service pits	63mm service cable conduits				
Splay conduits	Splay conduits				
100mm road conduits	100mm road xing conduits				
150mm road conduits	150mm road xing conduits				
Number of lots	Lots where tape inspected				

INSPECTION REQUIREMENT	Project Construction Staged Quality Assurance			Mandatory		
	Compliant Y/N/NA	Inspection date	Initials	Compliant Y/N/NA	Inspection date	Initials
<b>INSPECTION ITEM GUIDELINES</b>						

**MARKER TAPE INSPECTION RESULT**

MARKER TAPE INSPECTION RESULT	Project Management		
	Compliant Y/N/NA	Inspection date	Initials
Marker tape inspected on 32mm public light conduits			
Marker tape inspected on 63mm service cable conduits			
Marker tape inspected on splay conduits			
Marker tape inspected on 100mm road crossing conduits			
Marker tape inspected on 150mm road crossing conduits			
Marker tape inspected in main cable trench			
Marker tape depth compliant at all locations			
Marker tape asset overhang inspected			

**SERVICE PITS**

SERVICE PITS	Compliant Y/N/NA	Inspection date	Initials
Correctly positioned at building lines			
Final levels and concrete works complete			
Concrete encasement requirements met			
Bodies in new unmodified condition, free of mud and debris			
Lids free, operational and in new condition			
Rim and lid levels compliant with CP/PAL standards			
Conduit entry length correct, free of sharp ends			
Customer conduit lengths inside lots verified			
All new cable and marker pits checked and level			

**ASSET CONDITION**

ASSET CONDITION	Compliant Y/N/NA	Inspection date	Initials
Public light columns free of mechanical damage			
Public light columns free of concrete slurry and tar spray			
LV pillar bollards installed to standard, straight and secure			
LV pillar bodies free of damage, concrete slurry and tar spray			
Substation reserve flat, level and free of other assets			
Ground compacted around kiosk culvert; no gaps under base			
Kiosk shell free of damage and foreign materials			

**AUDIT SCOPE, VARIATION, NON-COMPLIANCE AND RECTIFICATION INFORMATION**

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**DECLARATION: Approved Worksite Civil or Worksite Electrical Taking Responsibility**

*All items in the checklist above have been inspected and comply with Technical Standards and the approved drawing.*

Audited by:	Signature:	Date:	VEDN #:
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This report must be completed in conjunction with the Worksite Inspection Report work instruction JEQA4UJ443MT-150-348



**PART 5C: Re-Audit Electrical - Final Inspection** *Must be completed with final levels established*  
*Must be completed by a VEDN approved Worksite Electrical Auditor*

**Mandatory Report Items / Photographic Evidence Tabulation** *Must be completed for all Option 1 and Option 2 Projects*

Location Information	Photo Taken	Auditor Initials	Inspection Date

**AUDIT SCOPE, VARIATION, NON-COMPLIANCE AND RECTIFICATION INFORMATION**

*(This area is currently blank for user input.)*

**DECLARATION: Approved Worksite Civil or Worksite Electrical Taking Responsibility**

*All items in the checklist above have been inspected and comply with Technical Standards and the approved drawing.*

Audited by:	Signature:	Date:	VEDN #:
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