

SAMPLE SITE RECORD DOCUMENT

JOB NUMBER

WORKSITE DETAILS

Postcode

Street name & number, RMB, cross street, nearest landmark

ID OF PLANS OBTAINED

DBYD Confirmation #

Date requested

SUMMARY OF ACTIVITIES

DBYD plans received	Plans current (check dates)	Plans show assets in vicinity	Client on site whilst locating	SWMS conducted	Assets checked	Pot Holing done	Stand by required	Site marking completed	Sketch completed	Site record submitted
✓	✓	✓	✓	✓	✓	Y/N	Y/N	Y/N	✓	✓

ASSETS SUMMARY

Utility	Plan	Located	Note/Comment/Incidents
Telecommunication			
Power			
Gas			
Water/Recycle			
Sewerage			
Stormwater			
Oil pipe			
Other			

Person locating asset	Person requesting location (client)
Name:	Name:
Business Name:	Business Name:
Date completed asset checks:	Date received asset checks:
Signed:	Signed:

Template Only