



This is an interim form to ensure the necessary steps are taken to help identify when a steel line has been inserted. It will be incorporated into the JSSA.

**NOTES:**

- Use non-erasable blue or black ink.
- Complete this form before welding or tapping on steel distribution lines.
- Attach this checklist to the supervisor’s JSSA that is submitted for each job.
- Perform both the Record/Jobsite Review and the Physical Verification to determine if the steel pipe is inserted.
- If the answer to ANY of the below questions is “NO”, **stop work** and contact your supervisor.

GENERAL INFORMATION			
Division/Area:		Date:	
Physical Work Location:		Person in Charge:	

RECORD/JOBSITE REVIEW		
Task	Question	Outcome
Review the job package	Is the job package current and complete?	YES or NO
Compare the documents in the package to each other	Do the facility construction details on the documents match each other?	YES or NO
Look for signs of insertion at risers (e.g. pre-fabricated, service-head adapters)	Do the existing adjacent risers match what is shown on the documentation?	YES or NO
Compare the documents to the jobsite	Does the facility construction type match what is shown on the records?	YES or NO
PHYSICAL VERIFICATION		
Look for signs of plastic insert in excavation	Have you determined that there are no signs of plastic inserts?	YES or NO
Utilize existing fitting in excavation	If you gauged pressure using an existing fitting at the work site, did you detect pressure in the steel line?	YES or NO