



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 |