



Damage to Underground Service

Attach to every report and claim form involving damage to underground service utilities.

1. Agency details

Agency name:	
Address:	
Contact name:	
Phone:	Email:
Risk/cost centre:	

2. Incident details

Give details of enquiries made to establish the position of the service utility prior to the commencement of operations:	
Was the service utility on the correct alignment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Were any markers present? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you consider that the driver/operator: <input type="checkbox"/> was negligent <input type="checkbox"/> was not negligent	
Please indicate your reasons in full. (Note: no admission of liability should be given to any other person)	

3. Complete this section if damage caused by own plant

Make of vehicle:	Registration number:
Name of driver:	

4. Complete this section if damage caused by sub-contractor's plant

Sub-contractor name:	
Sub-contractor address:	
Name of the driver:	
Make of vehicle:	Registration number:
Company insuring vehicle:	
Was the work physically supervised? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, name of supervisor:
Supervisor's employer:	
Was the driver under the specific control and direction of your employee as to the manner in which the work was to be done? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Was the driver exercising his own skill and judgement as a machine operator? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Provide details:	

5. Authority

Signature		Date:
Name:	Title:	
Phone:	Email:	