

## Utility Incident Investigation Report

Company Name: _____	Date of Incident: _____
Investigators Name: _____	Contact #: _____
Work Order Number _____	Completing work on Behalf of: _____

<u>Describe work being performed (landscaping, curbs, sidewalk, water-service etc)</u>

<u>Description of Incident: (how did damage occur and by what type of equipment)</u>

Equipment that caused damage \_\_\_\_\_ Equipment ID # \_\_\_\_\_  
 Operator Name: \_\_\_\_\_

Plant Type (Telecom, Gas, Hydro)	Utility owned by	Damaged Facility example: cables, conduit, pipe, pole, copper wire, fiber wire etc	Depth/Height (from grade level to contact point)	Unit of Measure (feet/Meter)	Comments























Locate Request Number _____	Locate Cleared? YES ___ NO ___.
Locates Completed YES ___ NO ___.	Distance between locate Marks _____
Did you offer to expose damage YES ___ NO ___.	Distance from damage point to locate mark _____
Utility Owner accepted YES ___ NO ___.	
Name of Utility person who refused offer to expose damage _____.	
Pictures taken <b>before damage</b> YES ___ NO ___.	Pictures taken <b>after damage</b> YES ___ NO ___.
Contact URclaims for consultation customer-support@urclaims.ca or visit www.urclaims.ca for more information.	

**URclaims provides damage investigation training** and it is critical to know what to capture in an incident report. To arrange your **complete damage prevention and claims training session** contact us for a **free consultation** at [www.urclaims.ca](http://www.urclaims.ca) or email [customer-support@urclaims.ca](mailto:customer-support@urclaims.ca) URclaims provides this template only as a guide and is not suggesting it is a complete report.

Company Incident Report # \_\_\_\_\_ Company work order # \_\_\_\_\_

**Sketch of damage site should match sketch provided by locate company when you use same land reference points. Take all measurements from same fixed objects used by locator when possible.**

**NOTE: North is always drawn towards top of page, verify locate provided is same direction.**

<p>LEGEND labels:</p> <ul style="list-style-type: none"> <li>Building Line (BL)</li> <li>Fence Line (FL)</li> <li>Face of Curb (CF)</li> <li>Road Edge (RE)</li> <li>Driveway (DW)</li> <li>Telephone Cable (B)</li> <li>Conduit ( C )</li> <li>Buried Service Wire Copper (BSW)</li> <li>Buried Service Wire Fiber (FSW)</li> <li>Fiber Optic Cable (FO)</li> <li>Gas Main (GM)</li> <li>Gas Service (GS)</li> <li>Hydro (H)</li> <li>Hydro Service (HS)</li> <li>Street Light Cable (SL)</li> <li>CATV (TV)</li> <li>Gas Meter (X)</li> </ul>	<table border="0"> <tr> <td>Railway = </td> <td>Telecommunication pedestal = </td> </tr> <tr> <td>Pole = </td> <td>Gas Valve = </td> </tr> <tr> <td>Hydrant = </td> <td>Street Lighting = </td> </tr> <tr> <td>Transformer = </td> <td></td> </tr> </table>	Railway = 	Telecommunication pedestal = 	Pole = 	Gas Valve = 	Hydrant = 	Street Lighting = 	Transformer = 		 N
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Attached site before Pictures \_\_, Attached site after Pictures \_\_, Attached Utility Locates \_\_,  
Attached Work Order \_\_,

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