

Unauthorized Activity Report

PART A – To be completed by the PLP Technician					
Location: KM/Mile Post:		GPS Coordinates		One Call #:	
Investigation Date: Time:		Lat: Long:		Proximity Permit #:	
Address of Site:					
<input type="checkbox"/> Trans Mountain		<input type="checkbox"/> Express Canada		<input type="checkbox"/> Jet Fuel	
				<input type="checkbox"/> Puget Sound	
OH&S Agency Contacted?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes: <input type="checkbox"/> Worksafe BC <input type="checkbox"/> AB OH&S <input type="checkbox"/> WA Dept. of Labor & Industries	
Report #:		Name of OH&S Officer:		Phone #:	
Responsible Parties:					
Company Name _____		Company Name _____			
Contact _____		Contact _____			
Address _____		Address _____			
Phone _____		Phone _____			
Landowner's Name:				Was Landowner in Attendance?	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Were photos taken during the site investigation?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Include on Sketch:			
1. Right of Way Boundaries		4. Kilometer/Mile Post	
2. Location of pipeline(s) within Right-of-Way		5. Depth of Pipeline(s)	
3. Location of encroachment (size, dimension and description)		6. Direction of flow	
Sketch of Unauthorized Activity (Plan):			North

Sketch of Unauthorized Activity (Cross-Section):	
<hr style="border: 0; border-top: 1px solid black; margin-top: 100px;"/>	above ground below ground

Unauthorized activity reported to (check all that apply):
 Permit Technician PLP Supervisor Manager, Damage Prevention

Describe the nature of the unauthorized activity: Was the pipeline damaged? Yes⁽¹⁾ No
 Activity within 0.6 metres (2 feet) of the pipe? Yes⁽¹⁾ No
 Would activity likely have caused pipe damage if not stopped due to intervention by KMC? Yes⁽²⁾ No

Describe how and when the unauthorized activity was discovered:

Summary of any discussion (explanation of why they were performing work without authorization):

Action taken (stop work order issued, permits issued, direction provided, etc.):

List any other personnel on site (regulatory, governmental etc.):

_____ _____
 PLP Technician Name and Signature Date

PART B – To be completed by the PLP Supervisor

STARS Occurrence #:

Responsible Party Letter Mailed Date:	Regulator Notification Mailed:	OH&S Notification Mailed:
TSB Notification Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Initial Notification Date:	TSB Notification Mailed:

Follow-Up Action Plan:

Corrective Action(s)	Responsibility	Expected Completion	Date Complete

Corrective Actions Approved

_____ _____
 Manager, Damage Prevention Name and Signature Date

Corrective Actions Completed

_____ _____
 PLP Supervisor Name and Signature Date

(1) If Yes, UA is TSB (Canada) reportable, see Section 9.5.3 of PLP Standard 2.2.
 (2) If Yes, UA is a Near Miss, see Section 9.4.5 of PLP Standard 2.2.

Unauthorized Activity Report Checklist for PLP Technicians

1) Have you included?

- Pictures of the site?
- A sketch, including a cross section?

2) Have you identified the **responsible party**?

The **responsible party** is the party that has authorized, directed, or is directly responsible for the unauthorized activity.

EX: A landowner hires a consultant to direct work on their property. The consultant hires a contractor and tells them to start digging without a One Call. In this case the consultant, even though they were not digging, would be one of the responsible parties because they were directing the work.

- Does the report list **all** the involved parties?
- Does the report have complete contact information for all parties, including phone numbers and full mailing addresses (including postal code)?

3) For the initial investigation:

- Did the person have a proximity permit?
- Had the person applied for a permit, or had they already been told they needed a permit for their works?
- Did they have a valid One Call?
- Were they aware of the pipeline? The easement? The 30m zone?
- Exactly how close did they come to the pipeline?
- Did they contact the pipeline? If so, did you contact CCO?
- What was the exact date and time you discovered the unauthorized activity?
- How was this discovered? Ex: helicopter report, driving patrol, notified by neighbor, etc...
- Have you included a thorough explanation of why the parties were digging and what they were doing? Why they were digging if they knew a pipeline was close by?
- Was anyone else in attendance at the scene? Ex: Municipal reps, Government Agencies (i.e., Ministry of Environment, BC Safety Authority, WorkSafe)?

4) Action taken - what did we do?

- At the time of the investigation?
- What guidance did you give at the site?
- What permits did you issue?
- Did you contact the applicable OH&S agency?

Please complete these reports as soon as possible!