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Communications		
Observation Criteria	Thumbs Up, Thumbs Down, or N/A	
Can explain how to send a page	 	N/A
Can explain various pager codes	 	N/A
Communicates professionally/effectively with contractors	 	N/A
Communicates professionally/effectively w/ utility reps	 	N/A
Communicates professionally/effectively w/ other locators	 	N/A
Communicates professionally/effectively w/ dispatch	 	N/A
Communicates professionally/effectively w/ all levels of management	 	N/A
Communicates Print Information effectively and thoroughly	 	N/A























Communicates Locate Requests effectively and thoroughly	 	N/A
Good Radio Etiquette	 	N/A
Documented All Conversations	 	N/A
Questions to ask.....		N/A
What should you do if a utility rep asks you to perform a locate without a request from the one call center?	 	N/A
What should you do if a contractor asks for additional locati without a request from the one call center?	 	N/A
What should you do if a contractor gets verbally abusive?	 	N/A
What should you do if an employee gets verbally abusive?	 	N/A

















Module: Marking Procedures

Standard Marking Procedures		
Observation Criteria	Thumbs Up, Thumbs Down, or N/A	
Used proper colors/flags (if applicable)	 	N/A
Used proper symbols when marking facilities (ex- dot's represent drops, dashes represent cables, etc.)	 	N/A

represent drops, dashes represent cables, etc.)			
Painted valves, stop cocks, manholes etc. (if applicable)			N/A
Used discretion in placement of marks (ex-sidewalks, driveways, etc.)			N/A
Painted facilities owner/size properly (ex-"SWBT-Fiber Optic")			N/A
Considered soil/weather conditions when marking			N/A
Used appropriate distance between marks			N/A
Marked bends or turns in the facilities close together			N/A
Good alignment of marks (ex-telephone and electric in a joint trench. Marks should be side by side)			N/A
Accurately "cleared" the area if no facilities present (ex-"Ameritech OK")			N/A
Accurately marked buried splices.			N/A
Accurately marked end of main or "T" in main			N/A
Insured that at least one mark could not be destroyed during excavation (ex-mark on curb, mark under a rock, etc.)			N/A
Used flags (when appropriate)			N/A
Marked area in professional manner (overall appearance the area after it has been marked)			N/A





Module: Locate Request Procedure, Documentation, and Mapping





















Map Reading		
Observation Criteria	Thumbs Up, Thumbs Down, or N/A	
Identify utilities to be located	 	N/A
Find current location on map	 	N/A
Identify North on map	 	N/A
Find current location on prints	 	N/A
Identify all four compass points on site	 	N/A
Correctly identified aerial vs. buried facilities	 	N/A
Pointed out chosen facility structure on prints in field	 	N/A
Pointed out facility structure not in prints or field	 	N/A
Identified all other structures on prints in field	 	N/A
Identified all record component sections	 	N/A
Identified hook-up access points	 	N/A

Correctly diagramed buried facilities	 	N/A
Chose correct first access point	 	N/A
Questions to ask.....		
What is the importance of updated prints?	 	N/A
Who would you call if you found a facility not on prints	 	N/A
Why are the records only a guide?	 	N/A
What is the code/symbol for fiber optic?	 	N/A
What is the code/symbol for buried plant?	 	N/A
Why is it important to know the date that the facilities were placed/installed?	 	N/A

Explanations of skills not demonstrated correctly.....

Modules: Use of the Transmitter, Use of the Receiver

Troubleshooting		
Observation Criteria	Thumbs Up, Thumbs Down, or N/A	
Checked Red/Black Leads are plugged in	 	N/A
Checked Batteries in equipment	 	N/A

Checked grounding conditions (tried better ground)	 	N/A
Isolated facility at other end (if possible)	 	N/A
Went to other end of facility to run back	 	N/A
Used alternate access points	 	N/A
Rechecked records	 	N/A
Tried a different frequency (low frequency)	 	N/A
Checked frequency to make sure they match	 	N/A
Tried a different locating device (if possible)	 	N/A
Increased current	 	N/A
Did NOT paint an untoneable facility	 	N/A

Explanations of skills not demonstrated correctly.....