

Ameren Damage Information Reporting Tool (ADIRT) Instructional Page

Purpose: This reporting tool will gather as much information as possible from contractors on each utility hit in an effort to find trends that can help the Ameren/Contractor Steering committee recommend best practices for contractors to follow.

Completion Requirements: The ADIRT form should be completed (recording the Safety1Source event number) by the contractor and attached in Safety1Source to the Contractor Event Entry record. This form will be used for **underground utility damage data only**. Contractors should obtain all of the information needed in order to *completely* fill out the form. Unknown/Other boxes may require more information in the text box. All items shown in red must be completed.

Completion Clarifications:

Safety1Source CER Number: After submitting a Contractor Event in Safety1Source, a unique **system event number** is generated. Record this number here.

Part A: A short description of the utility hit that should be 50 words or fewer. Detail only the hit itself. Do not use company names, employee names or job names.

Parts B: Check only the box that applies to the Ameren Discipline that assigned the work.

Part C – F: Complete fully by checking the appropriate boxes and providing necessary comments. Do not leave blank.

Part G: Clarify the type of locator that performed the job. Research if you do not know immediately.

Part H: This will allow Ameren to assign a dollar value to the hit. Use total man-hours and equipment hours. Use your best estimate to calculate the actual down time incurred.

Part I: Facility means the utility line itself. Investigate if there was an interruption of service.

Part J: Select the cause that best applies. If "other" box is checked, describe cause.