

D1: PROJECT DOCUMENTATION

Requirement	Y	N	N.A.	Supplied to	Supplied by	Involved in the process	Signed off by	Retained by
1 Installation specification agreed with the customer and installer prior to the commencement of the installation				I	D	D, I, C or P	D, I	C or P
2 Installation specification is provided that contains, scope of work and contractual requirements				I	D	D, I, C or P	D, I	C or P
3 Minimum bending radii of cables or formula noted within specification				NA				
4 Swivel fuse value noted within specification				NA				
5 Power requirements of system agreed with premises owner/client				C or P	D	D, S, C or P	D, C or P	C or P
6 Quality plan agreed with customer and installer prior to commencement of the installation				C or P, I	D	D, S, I, C or P	D, I	C or P
7 Quality plan provided to installer				I, S	D	D, I, S	D, I	C or P
8 Final cabling documentation provided to installer				I, S	D	D, I, S	D, I	C or P
9 A technical specification is provided that includes construction and performance of plant / equipment				I, S	D	D / I / S	D, I	C or P
10 Modifications to, changes to, and deviations from the installation / technical specification be agreed with the installer and customer				I, S	D	D, I, S, C or P	D, I	C or P
11 Duct & chamber construction drawings provided				I, S	D	D, I, S	D, I	C or P
12 Tray / trunking schedule / drawing provided (includes labelling)				I, S	D	D, I, S	D, I	C or P
13 Cabling schedule / drawing provided (includes labelling)				I, S	D	D, I, S	D, I	C or P
14 Splicing / termination schedule provided (includes labelling/colletting)				I, S	D	D, I, S	D, I	C or P
15 Design stage Health & Safety plan passed to installer, including method statements, risk assessments and COSHH statements				I, S	D	D, S	D	I, D
16 Labelling and conventions agreed with customer				I	D	D, C or P	I	C or P
17 Method statement				I, S	D	D, I, S, C or P	D	I, C or P
18 Installers training matrix verified for match to equipment, components and environment				S	I	I / S	S, I	S
19 Safe working requirements are notified to customer				C or P	D, S	D, S, C or P	D, S	C
20 System operating instructions are contained within specification				NA				
21 Test results recorded and submitted to client				C or P	I	I, S, C or P	I	C or P
22 Paper trail audit sheet prepared, maintained and issued				I, D, C or P	S	I, D, S, C or P	S	S

Key: C = Customer, D = Designer, I = Installer, M = Manufacturer, N = Network Provider, P = Premises Owner, S = Planning Supervisor

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