SECTION E -- JOB DOCUMENTATION

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TABLE E-1 – SUMMARY OF CHANGES IN SECTION E

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Item</th>
<th>Action</th>
<th>Requirements Change Notification</th>
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<tbody>
<tr>
<td>07/28/2017</td>
<td>Entire Document</td>
<td>Modification</td>
<td>N/A; August 2017 TP76300 Rewrite</td>
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<tr>
<td>11/02/2018</td>
<td>Figure E-4</td>
<td>Modification</td>
<td>ATT-TP-76300-419</td>
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<tr>
<td>11/02/2018</td>
<td>7.2</td>
<td>Modification</td>
<td>ATT-TP-76300-420</td>
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<tr>
<td>11/02/2018</td>
<td>7.1.1, 7.1.2</td>
<td>Modification</td>
<td>ATT-TP-76300-421</td>
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<td>Item</td>
<td>Action</td>
<td>Requirements Change Notification</td>
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<td>04/01/2019</td>
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<td>Modification</td>
<td>ATT-TP-76300-428</td>
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<tr>
<td>04/01/2019</td>
<td>2.2</td>
<td>Addition</td>
<td>ATT-TP-76300-429</td>
</tr>
</tbody>
</table>

1. **GENERAL**

   Installation Supplier = Organization performing the requested work activity.

   AT&T Engineer = Person requesting the work activity.

1.1. **Introduction**

   1.1.1 The Installation Supplier shall ensure, as part of the evaluation of the installation, that all equipment added, rearranged or modified is properly installed and in conformance with AT&T installation specifications.

   1.1.2 The Installation Supplier shall ensure, as part of the evaluation of the installation, that all work has been done in accordance with the detail specifications or approved changes to the detail specifications.

   1.1.3 This section covers the preparation and use of required documentation of the job.

   1.1.4 Changes in this issue of Section E of ATT-TP-76300 are summarized in Table E-1.

1.2. **General Requirements**

   1.2.1 The Installation Supplier shall use the current version of all forms, unless AT&T authorizes the use of surplus stock forms.

   1.2.2 The Installation Supplier shall fill out any required forms in their entirety.

   1.2.3 The Installation Supplier shall fill out any required forms accurately.

   1.2.4 The Installation Supplier shall ensure the AT&T Representative signs any required forms where a signature is listed or note on the document from the Installation Supplier stating the AT&T Representative refused to sign it. The AT&T Engineer shall be notified when a refusal to sign a form occurs. Certain tasks cannot proceed without concurrence from the AT&T Representative.

   1.2.5 The Domestic Record & Information Management (RIM) retention policy for job sack/folder (paper or electronic) is, active records are still being used plus 20 years (ACT+20).

2. **ELECTRONIC JOB FOLDER**

   The use of the Electronic Job Folder (EJF) application to store the job documentation is required unless directed by AT&T to utilize another application or process. AT&T Suppliers
which are not required to use EJF shall store all job documentation in an on-site job folder (e.g. Yellow Wallet) and sign it over to the AT&T Representative at the end of job.

EJF requirements also apply to the on-site job folder. Hard copies of the required documents are placed inside the on-site job folder. Forms are provided at the end of this section and on the Technical Publications and NEBS site at https://ebiznet.sbc.com/sbcnebs/.

2.1. General

2.1.1 The Installation Supplier shall create a job folder within Electronic Job Folder (EJF) to store all pertinent job documentation electronically.

2.1.2 The Installation Supplier shall use the templates within EJF to create required documents such as the JSA, MOP(s), and JCR.

2.1.3 The Installation Supplier shall ensure that the documents in part 2.1.2 are approved by an AT&T Representative or appropriate party.

2.1.4 The Installation Supplier shall upload an electronic copy of other pertinent job documentation, such as Detail Specifications, EIU, Test Records, and Office Drawings (i.e. Tab/DB, Floor Plan, Framemate, etc…) into EJF.

2.1.5 The EJF is the property of AT&T and shall be archived by the AT&T Engineer upon completion of the job.

2.1.6 A job folder is not required for Trade Vendors performing work activity outside the equipment installation areas.

2.1.7 An electronic signature or approval with respect to an EJF form is equivalent to a physical signature.

2.1.8 Documents that cannot be electronically signed within EJF shall be physically signed, scanned and uploaded into EJF by the supplier.

2.2. Documents Availability

Required documents shall be available to AT&T within either the Electronic Job Folder (EJF) application or an on-site job folder (e.g. Yellow Wallet) before various work activities may occur. See the table below for the most common documents required and when they shall be available for review.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>When documents need to be in EJF or the On-Site Job Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Prior to the vendor starting any work.</td>
</tr>
<tr>
<td>Job Start Agreement (JSA)</td>
<td>X</td>
</tr>
<tr>
<td>Document Type</td>
<td>Prior to the vendor starting any work</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Telephone Equipment Order (TEO)</td>
<td>X</td>
</tr>
<tr>
<td>Detailed Specification</td>
<td>X</td>
</tr>
<tr>
<td>Waiver document</td>
<td>X</td>
</tr>
<tr>
<td>Equipment Inventory Update Form (EIU)</td>
<td>X</td>
</tr>
<tr>
<td>Technical Requirements Document (e.g., M.R. or T.R.)</td>
<td>X</td>
</tr>
<tr>
<td>Floor Plan</td>
<td>X</td>
</tr>
<tr>
<td>Out of band assignments (Conexus CO, COWAN, NSDnet, etc….)</td>
<td>X</td>
</tr>
<tr>
<td>Engineer Records (Tab/db, DSX/FOX, Framemate etc..)</td>
<td>X</td>
</tr>
<tr>
<td>Detailed MOP</td>
<td>X</td>
</tr>
<tr>
<td>Cable Penetration Reporting Log</td>
<td>X</td>
</tr>
<tr>
<td>BDFB Demand Worksheet</td>
<td>X</td>
</tr>
<tr>
<td>Power Plant Controller/Monitor Backup Configuration</td>
<td>X</td>
</tr>
<tr>
<td>Document Type</td>
<td>When documents need to be in EJF or the On-Site Job Folder</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Prior to the vendor starting any work.</td>
</tr>
<tr>
<td>Job Information Memorandum (JIM)</td>
<td>X</td>
</tr>
<tr>
<td>Test Records</td>
<td>X</td>
</tr>
<tr>
<td>Material Disposition Report (MDR)</td>
<td>X</td>
</tr>
<tr>
<td>Marked Up Drawings</td>
<td>X</td>
</tr>
<tr>
<td>Advance - Job Completion Report (Advance JCR)</td>
<td>X</td>
</tr>
<tr>
<td>Job Completion Report</td>
<td>X</td>
</tr>
<tr>
<td>Post - Job Start Agreement (Post JSA)</td>
<td>X</td>
</tr>
</tbody>
</table>

X = Initial document upload.

U = Updated document uploaded, when required.

3. **CABLE PENETRATION REPORTING LOG**

3.1. **General**

3.1.1 The Installation Supplier shall complete the Cable Penetration Reporting Log (Figure E-2) to document the cable penetration activity.

3.1.2 At the Job Start Agreement meeting or MOP, the Installation Supplier shall provide a list of the cable penetrations to be opened during the job. Contact the COLD Engineer (Space Planner) if unable to determine the cable hole or wall opening designation. Stenciling the designation, if not present, shall be added as a work activity on the current job.

3.1.3 The Installation Supplier shall record all cable penetrations that have been accessed during that day.
3.1.4 The Cable Penetration Reporting Log shall be placed in the job folder at the completion of the job.

4. POWER DOCUMENTATION

4.1. BDFB Load Demand Worksheet

4.1.1 The Installation Supplier shall record SPDU / BDFB load readings and spare fuse positions on the Load Demand Worksheet all jobs that add a secondary power load to a SPDU (e.g. BDFB, mini BDFB, or bay Fuse and Alarm Panel (FAP)). The Load Demand Worksheet is located on both the TDocs website and in the EJF system.

4.1.2 The Installation Supplier shall file a copy of all BDFB Load Demand worksheets in EJF. If EJF is not utilized a copy of document shall be:
   1. Left in the on site job folder.
   2. Forwarded to AT&T Engineer.
   3. Forwarded to the AT&T Capacity Manager / Planner

4.1.3 The Installation Supplier shall not terminate new secondary power circuits in a SPDU (BDFB, mini-BDFB, or bay FAP) with a measured load on the primary circuit plus the L1 drain of all new and future equipment associated with a fuse position greater than 45% of its over-current protection device rating (e.g., a new circuit may not be terminated in a panel protected by a 600A fuse with an existing 271A or greater load).

4.2. Power Plant Controller/Monitor Backup Configuration

4.2.1 The purpose of the backup configuration is to provide a means for quick restoration in the event power plant controller / monitor programming is corrupted.

4.2.2 At formal Job Acceptance / Completion walk-through, the Installation Supplier shall provide, on a CD or other locally acceptable electronic media, a copy of the power plant controller and/or monitor configuration on any project that modifies the power plant controller and/or monitor configuration.
   a) CD shall be labeled with CLLI, Frame ID of controller / monitor, model, "BACKUP CONFIGURATION", and date.
   b) Format shall be ASCII or other locally acceptable format that is recognized by the controller / monitor.

5. JOB INFORMATION MEMORANDUM

5.1. General

5.1.1 The Installation Supplier shall use the Job Information Memorandum (JIM) as a notification for additional information and record purposes.

5.1.2 The JIM (Figure E-3) shall be used for those occasions when formal communications between the AT&T Equipment Engineer and Installation Supplier are necessary. A copy of all
JIM forms shall be placed in the job folder. These communications may include but are not limited to the following:

a) Additional material
b) Additional engineering
c) A change in the TEO or detail specification
d) Additional information
e) Request for additional Installation Supplier effort
f) Request for disposition of AT&T material
g) Document verbal agreements between the Installation Supplier and AT&T

5.1.3 The Installation Supplier shall not use a "JIM" form to request from the AT&T Engineer any variances from the requirements outlined in AT&T Standards.

5.1.4 The Installation Supplier shall obtain proper approval for waivers as delineated in the Waiver Process and place a copy of all approved waivers in the job folder.

5.1.5 A JIM shall not be used to approve the cost of additional work activity. Note: Approval of additional costs (e.g. material or service) is done via the appropriate ordering system (e.g. VIPS, Manual VRF or equivalent)

6. TEST RECORD

6.1. Equipment Tests

6.1.1 As an integral part of the installation, the Installation Supplier shall perform tests, in accordance with the AT&T testing requirements, as stated in ATT-TP-76900, to:

a) The Calibrated Tools Report shall include all devices used on the job that require calibration.

b) Test and verify all features and functions of the equipment provided, rearranged and/or modified to ensure that it is properly powered and it will operate properly when placed in service.

c) In every case, including preassembled bays, the supplier shall visually check that the fuse/breaker size is correct based on AT&T drawings each time a fuse/breaker is installed and the fuse/breaker position is designated correctly. The required verification is to explicitly look at the fuse/breaker itself and make sure the fuse/breaker designation matches the fuse/breaker type and size denoted in the drawing. The fuse/breaker itself shall be visually verified to be the correct size again at the time a supplier performs the test and turn up of an installed equipment shelf. The visual verification that the correct fuses are installed shall be recorded as a specific check in the equipment test record and placed in the job folder. Record and initial each fuse/breaker as verified in the test records with the type and size of the fuse/breaker installed in each position assigned for the job.
d) Work activity removed per APEx document ATT-NOTICE-000-005-865, Fiber Inspection, Cleaning and Testing Process Change. (Applies to jobs approved by AT&T on 06/26/2017 and later.)

e) Work activity removed per APEx document ATT-NOTICE-000-005-865, Fiber Inspection, Cleaning and Testing Process Change. (Applies to jobs approved by AT&T on 06/26/2017 and later.)

f) In situations of pre-provisioned or empty chassis/shelf installations where common plug-in modules are not provided as part of the installation, discrete or serial alarms (both local and remote) shall be wired and tested as per this section. Other remote alarm protocols, such as TL1 or SNMP cannot be fully tested to the Network Reliability Center (NRC) without the common plug-in modules, therefore, any and all cabling required in the TEO for these alarm types shall be verified for correct and complete continuity from the network element to the appropriate termination point.

g) The results of all remote alarm tests shall be recorded on the Remote Alarm Test Record, (Figure E-7).

h) The Remote Alarm Test Record shall be placed in the job folder at the completion of the job.

6.2. Preparation and Distribution

6.2.1 The Installation Supplier shall maintain and complete a Test Record (Figure E-4) of the tests and inspections performed during the installation. All final test results shall be recorded on the Test Record as the tests are completed.

6.2.2 If the equipment is determined to be free of trouble, the Installation Supplier shall record the letters “NTF” indicating No Trouble Found, in the “Trouble Found” column and enter initials and date in the “Tested By” column to validate that the test was performed and completed satisfactorily.

6.2.3 The approved Test Record shall be placed in the job folder.

7. MATERIAL DISPOSITION RECORD

7.1. General

7.1.1 The Material Disposition Record (MDR) shall be used to record the transfer of tangible items to AT&T or other 3rd party. Items turned over shall be listed on the MDR (Figure E-5) by the Installation Supplier and accepted and signed for by the AT&T Representative or other appropriate party.

Example of 3rd or other appropriate parties:
  - The person or person representing the organization authorized by AT&T to take possession of AT&T material.
  - The driver the picks up the material to be transported to another location.

7.1.2 Removed equipment classified as one of the following shall be reported on a separate MDR.
a) reuse
b) salvage (e.g., scrap metal recycling)
c) allocated for surplus sales
d) hazardous or regulated material.
e) floor covering material containing asbestos generated during installation (e.g., drilling).
   Create an individual MDR for this material.

Material shall be turned over, sent, or picked up and delivered to an approved AT&T facility per the AT&T Engineer’s instructions.

**Note**: A completed and submitted Negative Exposure Assessment (NEA) form is used in lieu of filling out a MDR form for debris associated with NEA drilling, cutting, and lifting procedures.

7.1.3 The Installation Supplier shall be liable for those items that have not been turned over to AT&T.

7.1.4 Copies of all MDRs shall be either be uploaded into job folder in EJF (when used) or left in the job folder which is signed over to the AT&T representative upon completion of the job.

7.1.5 Completed documentation which is uploaded or posted in the EJF job folder are not required to be listed on the MDR form.

7.2. Purpose

7.2.1 Examples of items turned over to the AT&T representative which are documented on the MDR.

a) Paper work
   1. Marked drawings
   2. Corrected equipment order
   3. Corrected specifications
   4. Marked drawings
   5. Office and equipment drawings
   6. Handbooks and pamphlets
   7. Generic documentation

b) Material
   1. Material ordered for the AT&T representative.
   2. Excess or spare material purchased by AT&T
   3. Equipment not installed (listed on the spec but not installed)
   4. Spare circuit packs / plug-ins
   5. Test Sets / accessories
6. Hand tools
7. Maintenance Kits
8. Fuses and P tags.
c) Examples of items documented on the MDR associated with material removed from the installation site (e.g., scrap metal):
   1. Bays
   2. Equipment Shelves
   3. Plug-In’s
   4. Scrap cable (e.g. raw, jumper wire, assembly, etc.)
   5. Iron work and hardware

7.2.2 Only one type of item shall be listed per line on the MDR.

7.2.3 MDRs shall be signed by the person that is taking custody of the items list listed on it or validates the disposal of the items (e.g., AT&T representative, 3rd party vendor that picked up material to be transported, Implementation Engineer, etc.).

7.2.4 Generic material (non-scrap metal) destined for landfill does not require a MDR. Examples:
   a) wood, paper, and plastic material
   b) wax cord
   c) fiber cable and jumpers
   d) cable sheaths
   e) firestopping material

8. JOB COMPLETION REPORT

8.1. Purpose

8.1.1 The properly authorized Job Completion Report (Figure E-6) serves as notification from the Installation Supplier that the job has been completed.

8.2. Job Completion Requirements

If job completion requirements cannot be meet, contact the AT&T Engineer for instructions. An advance JCR may be in order while waivers are considered.

8.2.1 The Installation Supplier shall consider the job complete when all items described below have been complied with:

a) All equipment (i.e., bays, frames, circuits, etc.) specified in the detail specification(s) has been completely wired, adjusted, tightened, labeled or stenciled, tested or removed and is ready to be turned over to AT&T without exception.
b) An Installation Supplier quality performance audit of both the Detail Specification and the installation has been completed; results of the audits documented in the job folder, and documentation that all defects and/or discrepancies have been corrected. This includes when the defect was corrected and who corrected the defect.

c) Spare parts (e.g., circuit packs, fuses, etc.) have been turned over to AT&T and are in good working condition.

   Note: Circuit packs shall be stored in the original protective shipping cartons to reduce the possibility of ESD damage.

d) Damage to buildings and grounds (e.g., walls, floors, driveways, fences, etc.) have been corrected.

e) Correction of Installation Supplier caused defects or damage to existing equipment.

f) Removal of temporary floor, wall and column protection placed by Installation Supplier.

g) Removal of Installation Supplier’s installation tools, surplus/excess equipment, excess material, trash and all other property.

h) All associated installation documentation, along with the detail specification(s) and the TEO, has been turned over to the AT&T Representative in the job folder uploaded into EJF.

i) All removed or equipment not installed and/or material has been disposed of per detail specification(s) or per the AT&T Engineer’s written instructions.

j) Copies of all Job Start Agreements, MOPs, JIMs, Marked Prints, MDRs and Job Completion Reports, etc., have been distributed and/or uploaded into EJF as required.

k) The Installation Supplier shall notify the AT&T Representative a minimum of 3 days prior to test and acceptance.

l) All infrastructure (electrical, mechanical, and building construction) specified in the drawings has been be completed and is ready for equipment placement without exception.

m) Appropriate AT&T databases have been updated and validated.

n) The Installation Supplier shall electronically submit job completions using the QAS Job Completion Reporting Tool to the AT&T Installation Quality organization on a daily basis, no later than the third calendar day of the next month, and meet all the requirements as stated in Section E, 8.2.1, sub-paragraphs a-m.

8.3. Job Completion Report Procedure

8.3.1 The Installation Supplier shall follow these job completion steps in order, unless already provided via a mechanized system:

a) Prepare and sign the Job Completion Report.

b) Per 8.2.1 (m) List the job as complete on the Excel spreadsheet that is a list of jobs that were completed the previous month and forward to the Regional Quality Organization.
c) Notify the AT&T Engineer and AT&T Representative, as determined at the JSA meeting, of the completion of installation and request a job completion walk-through meeting at the job site, prior to the scheduled complete date of the job. The Installation Supplier shall provide a Job Completion Report at the start of the job completion walk-through meeting.

d) The AT&T Engineer or AT&T Representative and the Installation Supplier shall conduct a formal job completion walk-through during which a complete review of all details of the project will be performed. The intent of this review is to verify all work items outlined in the job specification were completed and installed according to ATT-TP-76300 and all equipment added and/or modified is both operational and functional.

e) Upon the completion of the walk-through, the AT&T Engineer or AT&T Representative will either note the job as “Complete” or “Not Complete” and require the Installation Supplier to correct all defects or deviations from the specification as noted in the job completion walk-through. The job will not be noted as “Complete” until it is properly installed.

f) When the AT&T Engineer or AT&T Representative determines that the job has been completed, they shall sign the Job Completion Report.

g) The Installation Supplier shall distribute the Job Completion Report as indicated on the form.

h) The lead installer, responsible for ensuring zero defects at job completion, shall be identified on the Job Completion Report.

i) If a second individual reviewed the completed job for zero defects, that individual shall be identified on the Job Completion Report.
ATTENTION AT&T CENTRAL OFFICE PERSONNEL – Retain this wallet with all its contents (Documents, Drawings, Etc.) at the job site for 180 days after completion.

OFFICE:            CITY/STATE:            
TEO NO:            PROJECT NO:            
SUPPLIER:          SUPPLIER ORDER NO:    
AT&T EQUIPMENT ENGR: 
JOB COMPLETION DATE:   COMPLETION WALK-THROUGH DATE:   

JOB DESCRIPTION:  
The following items shall be included in job folder upon completion when applicable (please ✓ appropriate box):

□ Job Start Agreement (JSA)          □ Material Disposition Record (MDR)  
□ Method of Procedure (MOP)  
□ Copy of SPEC  
□ Copy of Drawings  
□ Test Record  
□ Job Completion Report  
□ Storage Battery Charge Report  
□ Cable Penetration Reporting Log  
□ Internal Audit Documentation  
□ Other – JIM, EIU, ETC:  
□ NEA Floor Drilling Form  
□ TEO 

□ BDFB Load Demand Worksheet  
□ DC Distribution Worksheet  
□ Remote Alarm Test Record  
□ New BDFB WORKSHEET 

SUPPLIER:          AT&T REP:          
Signature            Signature  (Ensure all required documentation is enclosed) 
DATE:            DATE:            

THIS WALLET IS THE PROPERTY OF AT&T WHEN TURNED OVER TO THE AT&T REPRESENTATIVE AT THE TIME OF JOB COMPLETION.
FIGURE E-2 – CABLE PENETRATION REPORTING LOG

A reproducible copy of the Cable Penetration Reporting Log form is provided on the following page.
JOB INFORMATION:

CLLI ________________________________ City ________________________ State_________________

TEO No ______________________

Installation Supplier ___________________________

CABLE PENETRATION REPORTING LOG:

List all affected cable penetrations to be closed as required in ATT-TP-76300:

<table>
<thead>
<tr>
<th>CABLE PENETRATION LOCATION/ID</th>
<th>DATE OPENED</th>
<th>DATE CLOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>


FIGURE E-3 – JOB INFORMATION MEMORANDUM

A reproducible copy of the Job Information Memorandum (JIM) form is provided on the next page.
FIGURE E-4 - TEST & FUSE/BREAKER VERIFICATION RECORD

A reproducible copy of the Test Record form is provided on the following pages, E-16 through E-18.
A reproducible copy of the Test Record form is also provided at:
https://ebiznet.sbc.com/sbcnebs/Content/Forms.htm

A reproducible copy of the Fuse/Breaker Record form is provided at:
https://ebiznet.sbc.com/sbcnebs/Content/Forms.htm
### JOB INFORMATION

- **TEO**: __________
- **CLLI**: __________
- **CITY**: __________
- **STATE**: __________
- **ATT Equipment Engineer**: __________
- **Installation Supplier**: __________

### TEST COMPLIANCE AND VALIDATION

<table>
<thead>
<tr>
<th>ATT REP</th>
<th>SUPPLIER (Mgr or Level 3/4)</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- All tests were conducted per ATT-TP-76900 requirements
- Final results of all tests listed were "No Trouble Found" (NTF)
- All tests required for this job were conducted as prescribed

### TESTS PERFORMED

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>TEST INFORMATION</th>
<th>TESTED BY (Initials)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAY</td>
<td>SHELF</td>
<td>PORT</td>
</tr>
<tr>
<td>112.1</td>
<td>1A</td>
<td>13</td>
</tr>
<tr>
<td>112.1</td>
<td>1A</td>
<td>1-48</td>
</tr>
</tbody>
</table>
FUSE/BREAKER VERIFICATION RECORD

AT&T

Reference: ATT-TP-76300
January 1, 2012

JOB INFORMATION:

CLLI ___________________  City ________________________________  State ______
TEO No. __________________________
Equipment Engineer _________________________________
Installation Supplier _______________________________________

<table>
<thead>
<tr>
<th>BAY SHELF PANEL</th>
<th>FUSE/BREAKER POSITION</th>
<th>FUSE/BREAKER TYPE (TPA, GMT, etc.)</th>
<th>FUSE/BREAKER SIZE</th>
<th>TESTED BY &amp; DATE</th>
<th>VERIFIED BY</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

* "N/A" shall be used in the verify column if the installation supplier is not present when the fuse is placed to energize the equipment.
### CALIBRATED DEVICES USED ON JOB

<table>
<thead>
<tr>
<th>TOOL TYPE</th>
<th>Manufacturer</th>
<th>Model</th>
<th>Serial Number</th>
<th>Calibration Due Date (mm/yy)</th>
<th>Self Calibrating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crimper</td>
<td>Burndy</td>
<td>BRN-123</td>
<td>BU-23A546</td>
<td>4/14</td>
<td></td>
</tr>
<tr>
<td>Fiber Tester</td>
<td>Noyes</td>
<td>FBR-556</td>
<td>N-876H67</td>
<td>NA</td>
<td>X</td>
</tr>
</tbody>
</table>
FIGURE E-5 – MATERIAL DISPOSITION RECORD

A reproducible copy of the Material Disposition Record form is provided on the following page.
JOB INFORMATION:

CLLI ________________________ City _______________________________ State_________________
TEO No __________________________
Equipment Engineer _______________________________________
Installation Supplier ________________________________________

MDR Number: _______________________ Page: _______ of ________

TO:
Location: _______________________________________
Attention: _________________________________________
Address: _________________________________________
City, State, ZIP: ______________________________________

FROM:
Address: _________________________________________
City, State, ZIP: ______________________________________

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Material Name and Description</th>
<th>Corrected Drawing Number</th>
<th>Detailed Spec/P.O. #</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Office Drawings Remarks:
_______________________________________________________

Equipment Manuals
_______________________________________________________

Ckt Packs/Plug-ins
_______________________________________________________

Corrected Dwgs Yes No Job Completion Date: _____________
Test Set/Accessories
Supplier Signature: ___________________________ Date: _______
Other (Explain in Remarks)

Distribute to:
Equipment Engineer
AT&T Representative: ___________________________ Date: _______
Job Folder

Received:
Shipment from Job Site Equipment Engineer: ___________________________ Date: _______

FIGURE E-6 – JOB COMPLETION REPORT

A reproducible copy of the Job Completion Report form is provided on the following page.
JOBS INFORMATION:

☐ Advance
☐ Final

CLLI ______________________ City _______________________________ State_______________
TEO No __________________________ Equipment Engineer ______________________________________
Installation Supplier _______________________________________

After proper authorization, this document serves as notification from the Installation Supplier of job completion.

Actual Job Completion Date: __________________

Project Description
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

The following individuals were present and participated in the final job review:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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</table>

YES / NO

All equipment ordered in the above specification has been provided and/or installed, without exception, in accordance with the current ATT-TP-76300 and is ready for service.

(NOTE: Even if there are exceptions, this job is subject to AT&T quality audits.)

If NO is circled, list the exceptions below, and reschedule the job completion by issuing a revised Job Start Agreement.
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Installation Supplier Representative (Sig) Title Date
_____________________________________  _________________________  __________

AT&T Representative (Sig) Title Date
_____________________________________  _________________________  __________

This completed form (whether YES or NO is circled) shall be distributed to:
AT&T Equipment Engineer, Job Folder
FIGURE E-7 – REMOTE ALARM TEST RECORD REPORT

A reproducible copy of the Remote Alarm Test Record Report form is provided on the following page.
**JOB INFORMATION:**

<table>
<thead>
<tr>
<th>CLI</th>
<th>City</th>
<th>State</th>
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</tbody>
</table>

TEO No

Equipment Engineer

Installation Supplier

LIST ALL REMOTE ALARM TESTS PERFORMED

<table>
<thead>
<tr>
<th>DATE</th>
<th>EQUIP. TYPE</th>
<th>R.R. / BAY SHELF</th>
<th>ALARM DESCRIPT</th>
<th>DISPLAY # POINT #</th>
<th>ALARM TYPE</th>
<th>TESTED BY</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td>Disp # Pt #</td>
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<td></td>
<td>Discrete/TBOS TL1 Msg.</td>
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<td>Discrete/TBOS TL1 Msg.</td>
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<td>Discrete/TBOS TL1 Msg.</td>
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<td>Discrete/TBOS TL1 Msg.</td>
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<td>Discrete/TBOS TL1 Msg.</td>
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<td>Discrete/TBOS TL1 Msg.</td>
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<td>Discrete/TBOS TL1 Msg.</td>
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<td>Discrete/TBOS TL1 Msg.</td>
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<td>Discrete/TBOS TL1 Msg.</td>
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<td>Discrete/TBOS TL1 Msg.</td>
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<td>Discrete/TBOS TL1 Msg.</td>
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<td>Discrete/TBOS TL1 Msg.</td>
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</table>

**ATTACHMENTS**

**INSTALLATION SUPPLIER:** THE ABOVE ALARMS HAVE BEEN TESTED FROM THE NETWORK ELEMENT TO THE NOC AND ALL TROUBLE FOUND HAS BEEN CLEARED.

____________________________  _____________________
SUPPLIER’S SIGNATURE  DATE

**ACCEPTANCE:** THE APPROVED TEST RECORD SHALL BE FILED IN THE JOB FOLDER. COPIES CAN BE MADE FOR FURTHER DISTRIBUTION IF REQUESTED. AT THE COMPLETION / ACCEPTANCE WALK-THROUGH, THE ABOVE LIST OF TEST(S) WAS VERIFIED TO BE A COMPLETE LIST OF TESTS REQUIRED FOR THIS JOB.

____________________________  _____________________
AT&T REPRESENTATIVE  DATE