

The Hermitage
London Road
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METHOD STATEMENT

Data, Voice & Fibre Optical Structured Cabling Systems.

1. After carrying out a detailed site survey of the premises a design project plan would be forwarded to the customer for changes and additions etc. Once this has been verified by the customer and TWData Limited a fixed price quotation would be sent to the customer, we would then receive an official purchase order number from them prior to any materials being ordered I works started. In instances where fixed price matrices are utilised a site survey would not be necessary. The official purchase order could be raised based on the matrix pricing.

2. From the purchase order received we would then make out a unique works order file (contract sheet) which would contain the following :-

Contract sheet (copy retained in a file within the office), this would be issued with all relevant paperwork to the senior engineer and checked by a member of the management team.

Label sheets to be filled in on completion, enabling the printing of correct outlet reference numbers for the patch panel termination point.

Outlet test result summary to be filled in when outlets are being Category 5e & 6 scanned (Fluke DSP4300 or DTX 1800 scanner) or Fibre Optical tester (DSP 4300 using FL440 adapters) in order to check that all of the cables are 100% tested to the relevant standards.

Contract Variation Form to be used whenever changes to the original contract deviate or are added to, usually supplied by customer with copies for reference by all parties concerned.

Health & Safety accident report form to be completed if required.

Experience Feedback Report / Customer Complaint form to be used for any number of instances such as short shipped materials, damaged goods, changes to contract and anything the site foreman needs to contact the office about that needs to be in hard copy. This is then kept with the company Job file and retained for reference purposes in the future.

Daily Site Diaries which are completed at the end of the working day or night and faxed to the office and site contact to keep everyone involved & informed of the works progress (if required). This can highlight any queries, problems and information required where necessary.

Quality Checklists are used at the end of each contract and can be completed by the customer and or site foreman, if the site contact is unavailable the site foreman will complete where appropriate and this will be sent to the contact for an approval signature at the earliest opportunity. This enables the customer to verify that they are satisfied with the way the works have been carried out, the completed installation is neat and verifies if any further visits to site are required in the future for whatever reasons.

3. The materials would now be sourced using an approved supplier, checked on receipt at stores and then segregated (if applicable) awaiting delivery to site.

4. Any plant and test equipment can now be sourced from the stores and checked for safety purposes including the Portable Appliance Test Label, all electrical plant for use on site is tested annually as a matter of course. Safety equipment such as hard hats, safety goggles, ear defenders are made available but do form part of the engineers PPE.

5. The full contract details are handed over to the site foreman along with any variations (if known) and any queries / missing information can be resolved prior to the installation team leaving for site.

6. Upon arrival at the installation premises the site contact will be asked to show the site foreman the areas to be cabled and to point out any changes, variations, safety issues that may have been noticed at a later date. The site Health and Safety procedures fire exits and fire points can be made known to the site foreman which can be passed onto the engineers prior to them entering the premises.

7. The materials, plant and test equipment can be moved to a safe and secure area ready for the start of the installation.

8. The site foreman can now walk all engineers around the work areas and give detailed information as to patch panel locations, outlet locations, cabling routes to be followed etc. The installation team may now be deployed to specific areas as the site foreman sees necessary to begin the installation process. \

9. Contractors warning signs and safety barriers will be erected at various locations to allow staff to be aware of any works taking place (occupied sites only).

10. Any floor tiles, ceiling tiles, trunking lids and containment within which the cables will run can now be removed and stored in readiness for cable installation. Any sharp corners and access holes can be dealt with and a final walk around by the site foreman prior to installation can be made to check conformity.

11. Cable boxes will be set up in appropriate locations chosen by the site foreman, so the installation of them can begin. All cables will be identified by a unique numbering scheme which may be different from the final outlet reference number. The cables will "laid in accordance with all current Health and Safety, NICEIC and applicable communications regulations and be retained within the floor void, ceiling void trunking, containment to prevent damage to the cables or inconvenience to any staff etc.

12. After the cables have been installed and the floor tiles, ceiling tiles, trunking lids, and containment replaced, the cables at the outlet end would be terminated. Outlet termination will be in accordance with the correct guidelines laid down by the current standards /

manufacturers warranty requirements. The outlets and faceplates can now be screwed back in place and the unique outlet reference numbers can be printed off and installed in the insert within the faceplate.

13. At the patch panel termination point the cables will be loomed up inside the equipment cabinet leaving a minimum 2 Mt of slack cable (for movement of cabinet if required at a later date / or longer if specified by guidelines / standards etc) underneath the cabinet.

14. When all cables are in the relevant positions they can now be terminated using the correct tooling following all relevant standards and guidelines.

15. After all of the cables are terminated a temporary label strip is made up for the patch panel (if not previously printed) to aid the testing procedure. The test equipment can now be configured for the correct cable type, and testing can begin. The outlet test result summary would be completed as each outlet is tested. If any faults are found they will be marked as such, and the relevant remedies carried out. The outlets, if any, will now be re-tested and marked off to suit.

16. At this stage the site contact will be asked to witness a random Category 5e & 6 scan/ test (100 % if required) on the cabling. When this has taken place the site contact will be asked to carry out a visual and or physical check of all parts of the installation, with regards to presentation of all of the outlets, patch panels, labelling, containment and cleanliness of the work areas. Once this has been carried out the Quality Checklist can be completed in order to satisfy EN 11801 requirements.

17. With the installation complete and the site cleared of all plant, materials etc. the paperwork will be returned to the office upon where it will be checked for accuracy. The scan results will then be downloaded and audited. These results will then be despatched to the customer in either hard copy, disk, electronic format or all if required.