

VATI FY22 Project - Quality Assurance and Quality Control		
Hanover County 2022 Accelerated Fiber Deployment Initiative	Reporting Period:	February, 2023
Section 1: Monitoring Roles & Responsibilities		
<i>The roles and responsibilities for QA and QC monitoring of this protocol include those persons responsible for providing monitoring direction and oversight, receiving and reviewing monitoring reports, and participating in monitoring visits.</i>		
Item	Responsible Entity	QA/QC Process Completed?
Field Design and Engineering	APB	In Progress
Field Walkout	APB	In Progress
Permit Applications	APB	In Progress
Aerial Construction	APB	Not Started
Underground/Buried Construction	APB	Not Started
Fiber Splicing	APB	Not Started
Cabinet/Enclosure Installation	APB	Not Started
On-Site Electronics Installation	APB	Not Started
Cabinet/Enclosure In-Service	APB	Not Started
Speed Tests	APB	Not Started
Section 2: Additional Reports Included This Period, If Needed:		
N/A		
Section 3: Corrective Actions Included This Period, If Needed:		
N/A		
Section 4: Fiber Optics Installation Checklist of Completed & Approved Installation During Period:		
4.A. Pre-installation Items:		
Select your primary point of contact and/or project manager	Completed, If Needed	
Required link communications established	Completed, If Needed	
Equipment/component requirements determined; vendors selected	Completed, If Needed	
Selected link route, permits in hand	Completed, If Needed	
Components of cable plants, and vendors determined	Completed, If Needed	
Complete coordination with facilities and electrical experts	Completed, If Needed	
Installation documentation completed, prepare plans for preliminary restoration	Completed, If Needed	
Completed test plan	Completed, If Needed	
All parties made aware; installation schedule and start dates set	Completed, If Needed	
Delivery dates in hand for ordered components, receiving plans for materials determined (time/place)	Completed, If Needed	
Start date selected with chosen contractor	Completed, If Needed	
Tour link route with contractor(s)	Completed, If Needed	
Review construction plans with contractor(s)	Completed, If Needed	
Review components with contractor(s)	Completed, If Needed	
Review schedule with contractor(s)	Completed, If Needed	
Review safety rules with contractor(s)	Completed, If Needed	
Excess restoration materials (kept for restoration) reviewed with contractor(s)	Completed, If Needed	
Test plan reviewed with contractor(s)	Completed, If Needed	
4.B. Before starting the install:		
All permits made available for inspection	Not Started	
Site is prepared, power is available	Not Started	
Components are on-site, inspected	Not Started	
Contractor availability confirmed	Not Started	
Notify relevant personnel	Not Started	
Post safety rules on job site(s); review with supervisors and installation personnel	Not Started	
Section 5: Review and Approval of Purchase Orders & Invoices, as Needed:		
Reviewed and approved by OSP Construction Manager (APB)	N/A	
Reviewed and approved by Senior Manager, OSP Construction (APB)	N/A	
Reviewed, approved, and booked by Finance Department (APB)	N/A	