

NEW NODE DEPLOYMENT





Introduction

HSSE Guideline

GP Switch Access and Security policy

Resource competence requirement

Installation guideline

Tools Management

Documentation and daily installation report

Expectations





INTRODUCTION

- ❖ Grameenphone is dedicated to provide safe/healthful working environments. This commitment is also applicable for all Grameenphone contractors, subcontractors and material suppliers.
- ❖ All safety measures need to be taken to ensure the safety of the switch sites and it's equipments. Contractors should appoint one safety coordinator for core rollout project.



Health



Safety



Security



Environment





HSSE Guideline: Health Safety & Environmental issues

Child labor

- ✓ No child labor for any kind of work (anyone under 15 years of age)

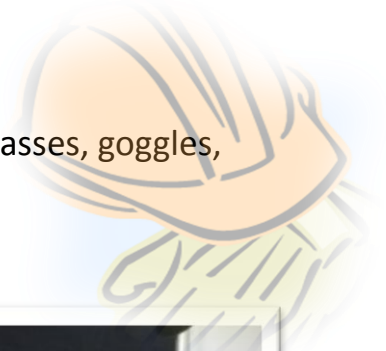




HSSE Guideline: Health Safety & Environmental issues

Safety measure

- ✓ Proper safety measure (e.g. first aid box, Safety Shoes, appropriate safety equipment glasses, goggles, gloves, helmet etc) need to be ensured during working.

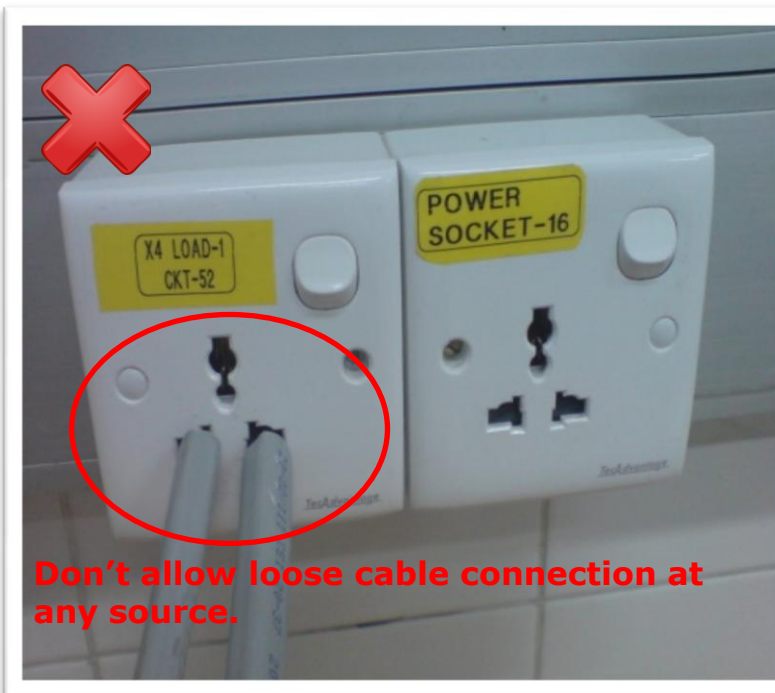




HSSE Guideline: Health Safety & Environmental issues

Proper tools management

- ✓ Any power machineries should be used in individual plug.
- ✓ Proper tools have to use to perform proper work

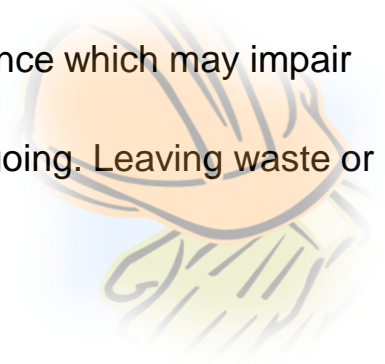




Health Safety & Environmental issues (contd.)

Housekeeping

- ✓ The personnel will not be under the influence of intoxicants, drugs, or any substance which may impair sense of alertness.
- ✓ Proper housekeeping and cleanliness must have to be ensured while work is ongoing. Leaving waste or garbage in and around the work area is prohibited.
- ✓ No machinery or equipment can be stored, or left temporarily in the switch room.
- ✓ Do not turn the AC off during the activities inside SW-room.
- ✓ Work safely while working at Live node zone. Do not disturb live nodes & equipments.



Materials stored using improper way



Store room management is not up to the mark



Should be like that





Health Safety & Environmental issues (contd.)

Raise floor management

- ✓ Raise floor should not be kept open. For lifting the raise floor, RF lifters tools should be used.
- ✓ Bared foot is strictly prohibited while working under the raised floor insulation.



Don't use bared foot during work



Use paper over insulation during installation

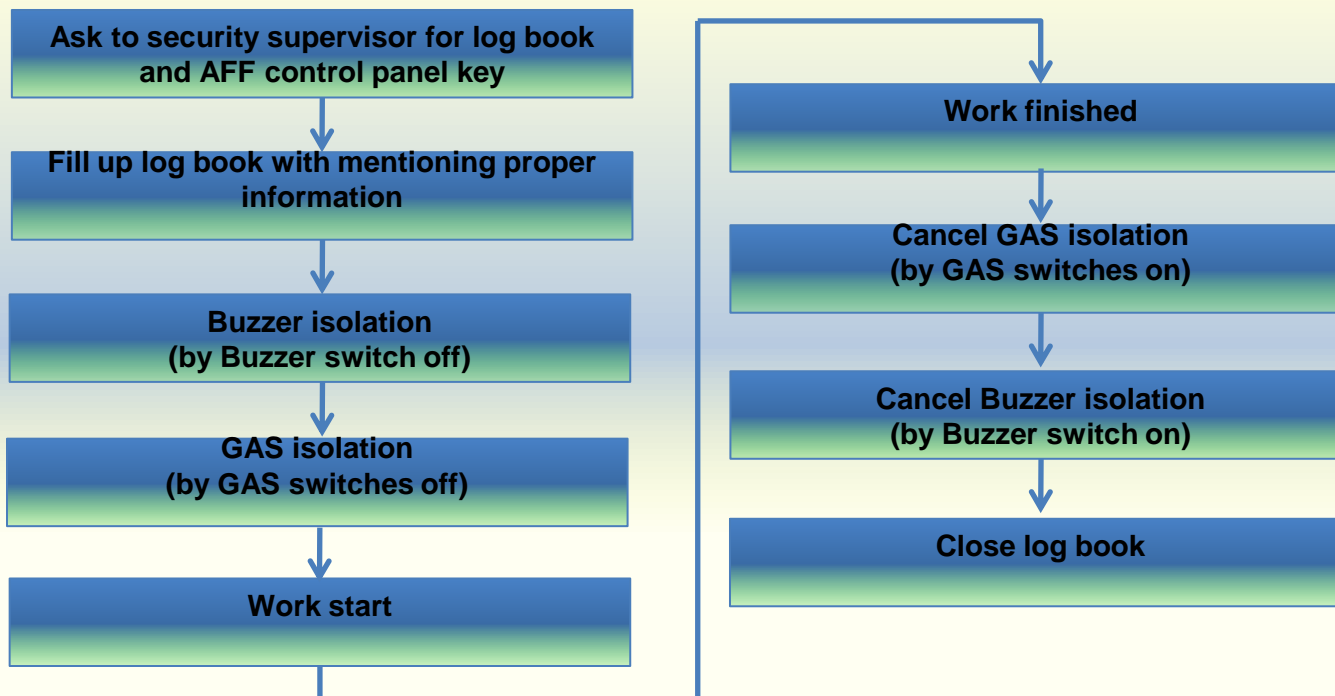




HSSE Guideline: Health Safety & Environmental issues (contd.)

Auto fire fighting management

- ✓ For Auto Fire fighting : ensure buzzer and GAS isolation during working in the switch environment and also ensure that the isolation is deactivated before leaving.
- ✓ Fill up log-book before buzzer GAS isolation and after isolation deactivation with proper date, time and others mentioned information.





HSSE Guideline: Health Safety & Environmental issues (contd.)

Do and don't

- ✓ Any food, beverage having & smoking is strictly prohibited in the switch premises
- ✓ Any incidence, occurrence & or damage must have to be notified the responsible GP project manager instantly.
- ✓ Every log in and log out from switch have to show tools bag to switch security





Switch access and security policy

Security clauses

- ✓ Only BSC engineers and equivalent / above certificate holder can get individual switch access pass.
- ✓ Technicians can get “Accompany switch access pass”.
- ✓ For switch access pass concern must be filled up Temporary pass (Switch) requisition form



Mandatory Attachment (switch access pass)	First Issue	<u>Local</u> 1. Local Employer ID card Photocopy, 2. Training Certificate. 3. Resume (in short, i.e. Name, Working Experience, Education, Training/Skills)
		<u>Foreigner</u> 1. Passport Photocopy; Picture, Signature & Visa page Photocopy, 2. Training Certificate or Resume (in short; i.e. Name, Working Experience, Educational Background, Training/ Skills)
	Extension	<u>Local</u> 1. Given Temporary Switch Pass Photocopy. 2. Company ID card Photocopy.
		<u>Foreigner</u> 1. Given Temporary Switch Pass Photocopy. 2. Company ID card Photocopy. 3. Visa page photocopy.





Switch access and security policy (Contd.)

Security clauses

- ✓ For switch pass : 07WD required for new pass & 03 WD for extension. A dedicated person for switch pass request should be assign.
- ✓ All members of vendor and sub con. should show their ID card and access pass to switch security personal before enter and exit in switch premises. The "ID card" & "GP pass" should be visible during working period.
- ✓ Cooperation required during security checking of - hand bag, laptop bag, tool boxes and others carrying bag of vendors and sub con. member's .
- ✓ Before entry/exit from switch premises, everyone must have to fill-up right information in the log-book.
- ✓ Nobody can bring out any switch equipments, accessories, cables and others things from switch premises without security concern + GP concern.
- ✓ Nobody can bring any foods, drinks and or any liquid in switch premises.
- ✓ Nobody can bring illegal (against the company and GOVT law) things in switch premises.
- ✓ If any one face security related issue then first contact with GP project manager and then security personal.





Resource competence

Resource arrangement



- ✓ Site wise one skilled supervisor (Huawei personnel) allocation required as a single contact point of whole installation works.
- ✓ Supervisor must be present at site throughout the implementation time.
- ✓ One QC supervisor required for each site.
- ✓ Academic qualification of site supervisor should be at least BSC Eng. or equivalent.
- ✓ Academic qualification of technicians should be minimum S.S.C..
- ✓ All sub con. Resources should be accompanied by vendor supervisor.

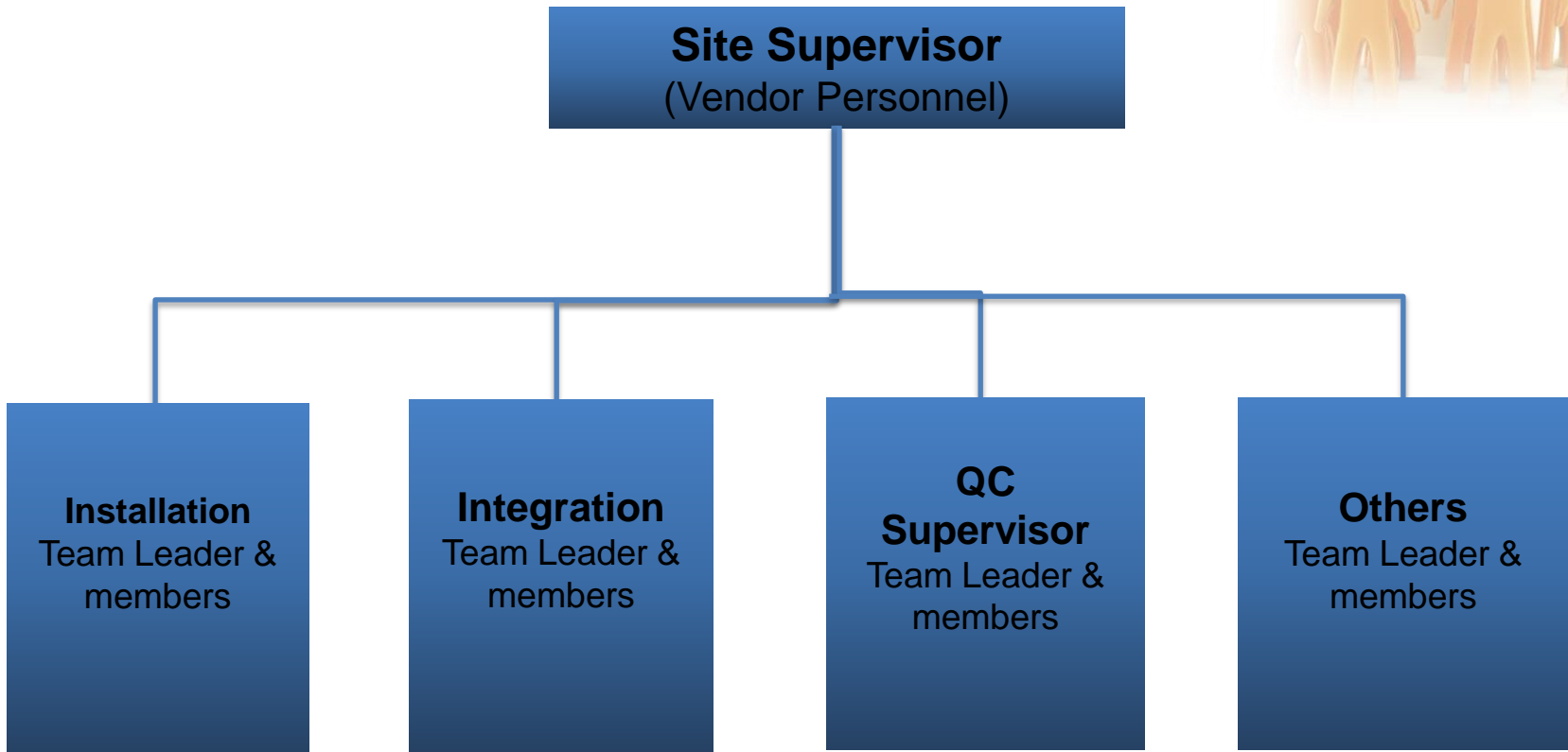




Site wise resource requirement

Resource distribution

- ✓ Site wise resource structure should be as below....

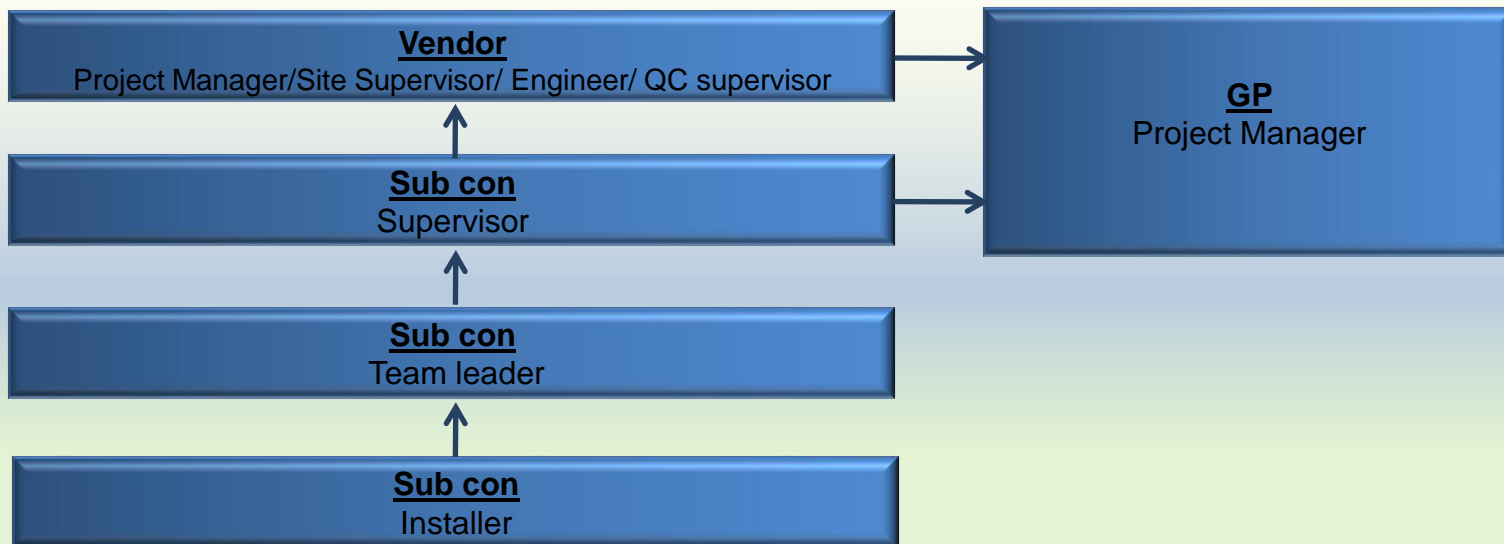




Resource communication channel

Communication channel

- ✓ Communication channel should be as bellow for any installation and site related issue during installation



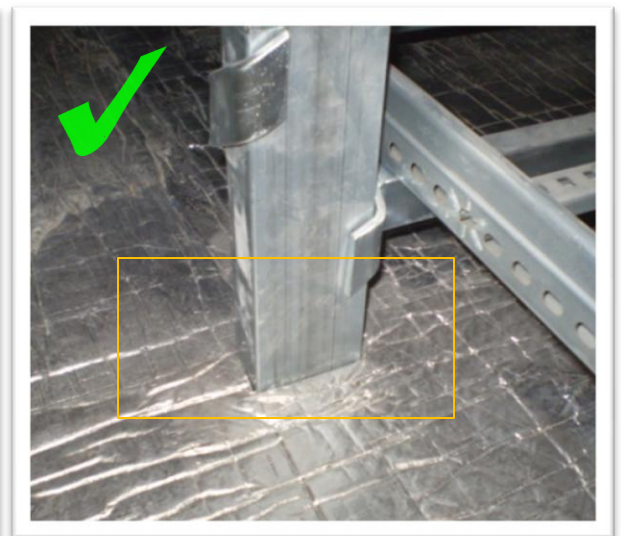
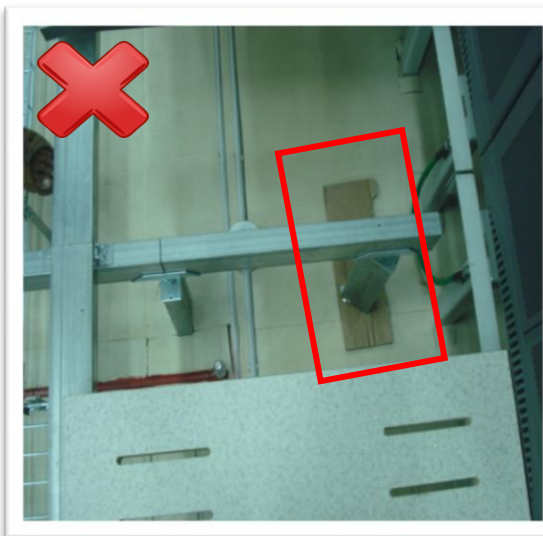


Common installation guideline (infrastructure)

Standard installation process



- ✓ Site supervisor must be fill up and provide the installation progress report to GP project concern with maintaining schedule.
- ✓ Node specific installation guideline and documents must be present at site during the installation.
- ✓ After connecting any Data/Power cable with Live equipment, the PM/ Site-supervisor must inform GP PM before unplugging (if required for troubleshooting etc.).
- ✓ Properly re-fix the Roxtec, ladder, pedestal and others if need to open these.



Pedestals are fixed improperly .

Should be like that

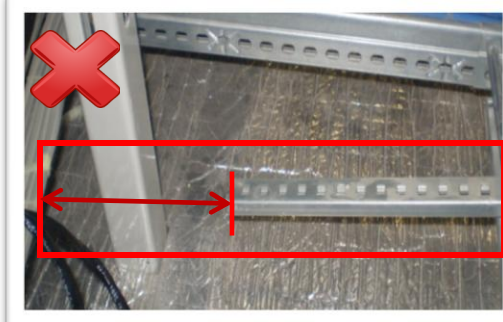
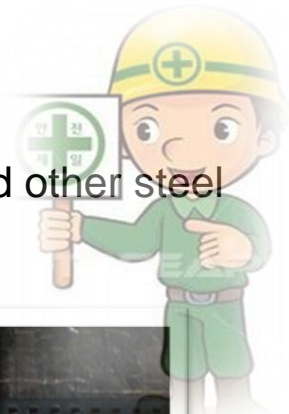




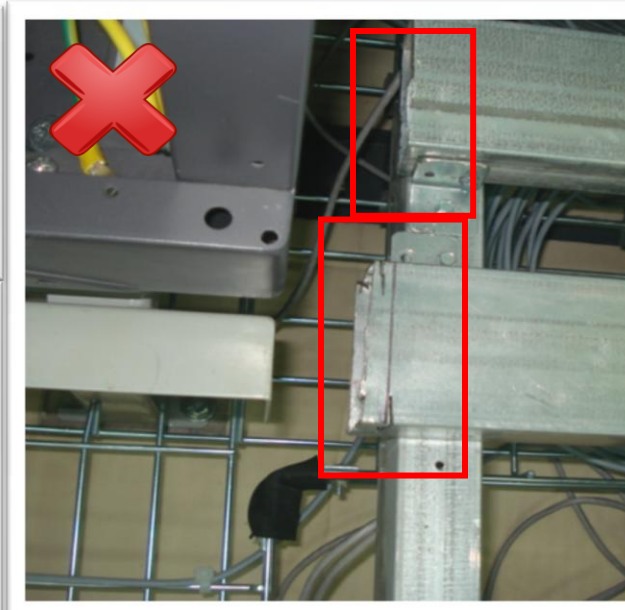
Common installation guideline (infrastructure)

Standard installation process

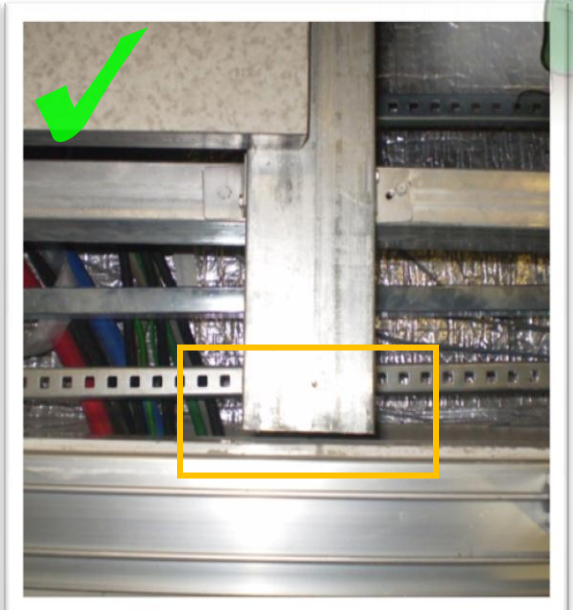
- ✓ Avoid unnecessary cutting any ladder, steel bar, pedestal, insulation, Roxtec and other steel accessories.



Unnecessary ladder & insulation cutting



Improper steel beam cutting and finishing



Bar cutting & finishing should be like that

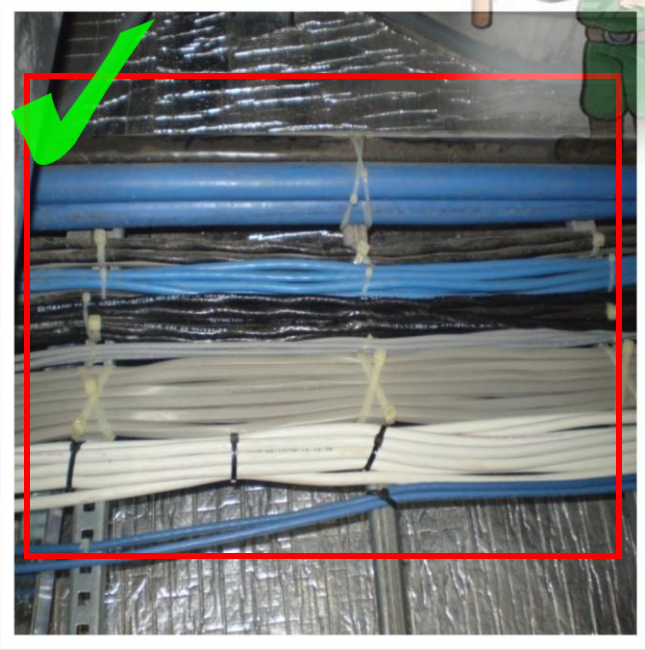




Common installation guideline (infrastructure)

Standard installation process

- ✓ Use proper way during the laying of any cable and passing the cable through Roxtec.



Roxtec fixing & cable latching should be like that

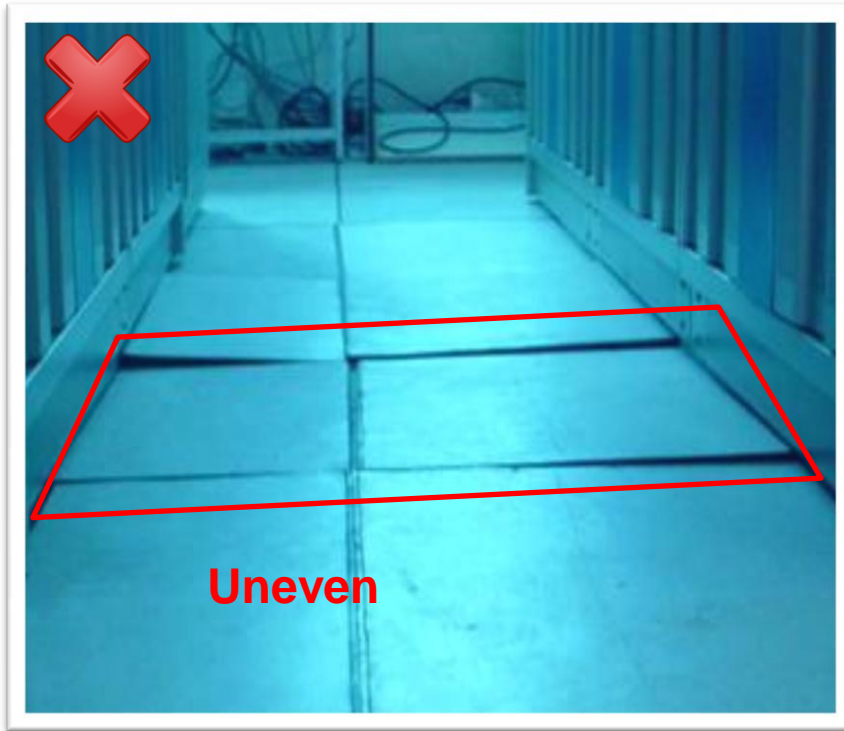




Common installation guideline (infrastructure)

Raise floor fitting

- ✓ Raise floor should be re-fix properly after every day work.

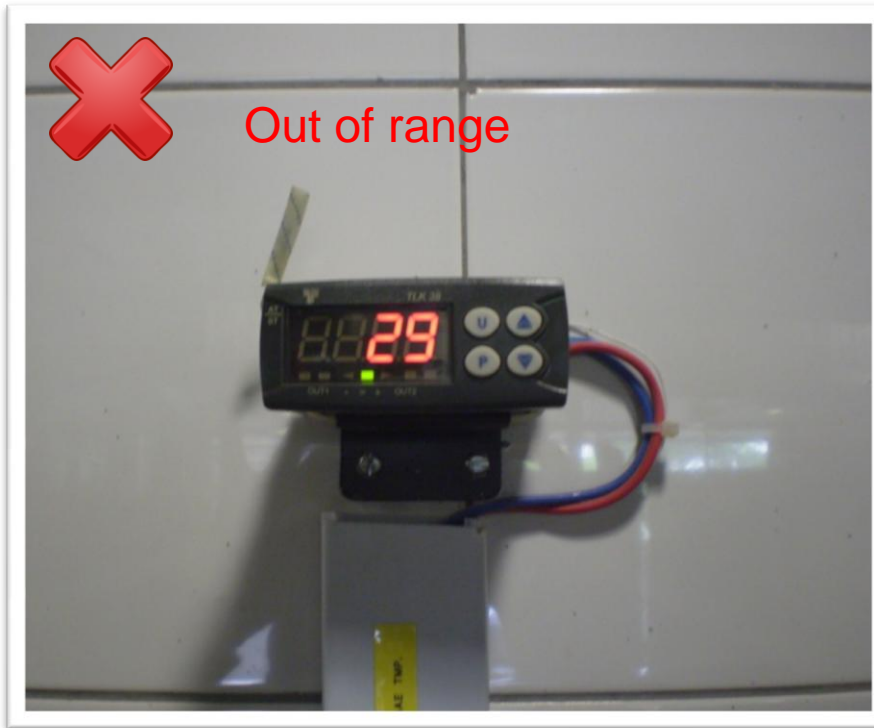




Common installation guideline (infrastructure)

Standard temperature

- ✓ Inform immediately to GP project concern when exit the temperature from normal range.
 - Normal range: 20 ~25 deg celsius.

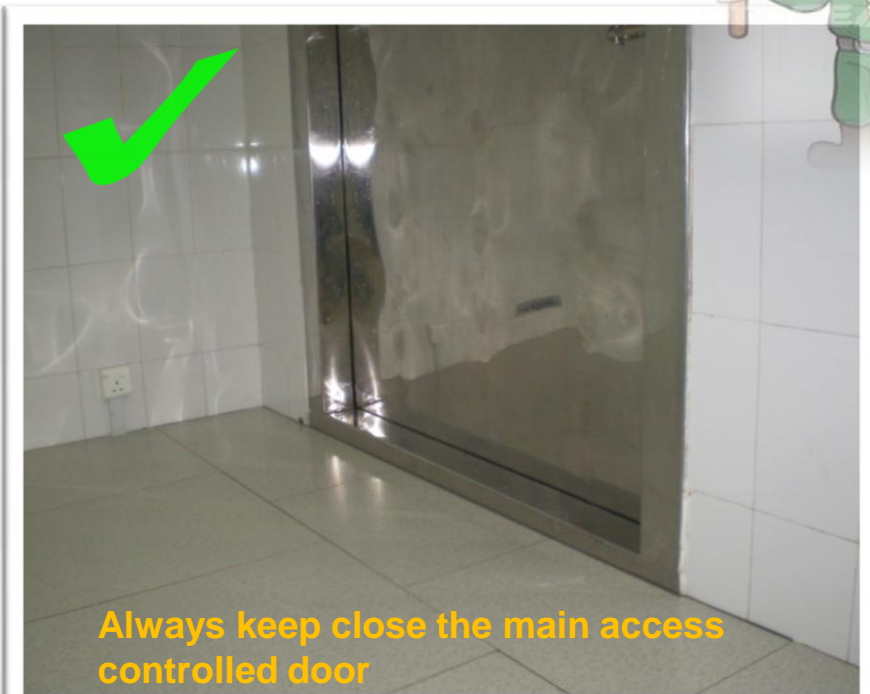




Common installation guideline (infrastructure)

Security issue

- ✓ Do not keep the main access controlled door open during installation activities. It will create unnecessary alarm in monitoring system.

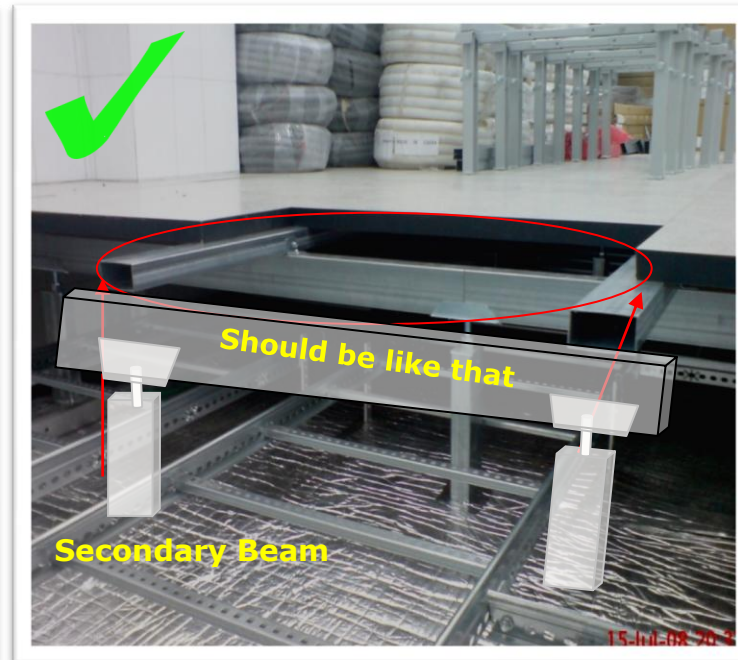
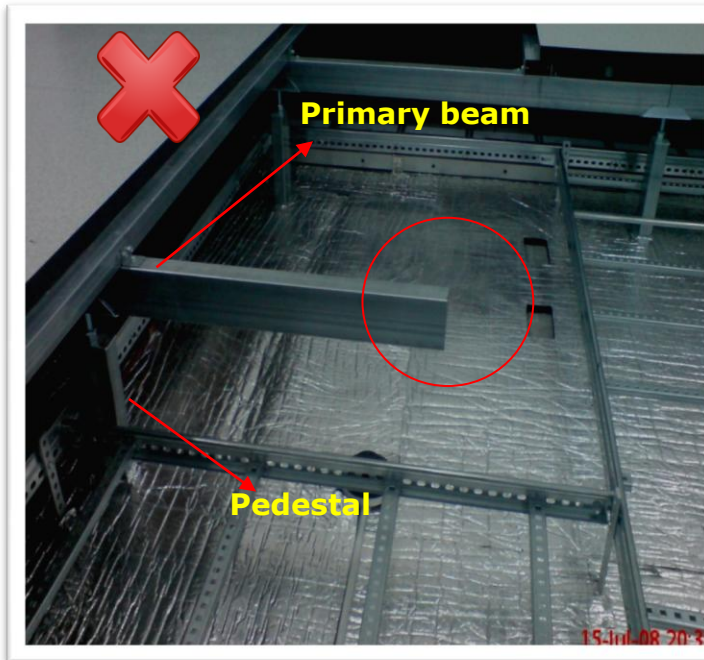




Common installation guideline (infrastructure)

Safety installation

- ✓ During the ambiguous situation regarding missing and wrong materials must be inform to GP coordinator before use.
- ✓ Instruct to use pedestal where required. Don't allow to keep any beam without support.
- ✓ Ensure auto fire fighting and GAS isolation during working in the switch environment. Also ensure that the isolation is deactivated before leaving the site.





Common installation guideline (some other points)

- Please isolate the AFFS system before starting any work in the switch premises.
- Use the switch shoes/sandals inside the switch. Do not go to outside using the switch sandals.
- Instruct teams with site supervisor from vendor should be present at site before starting the work.
- Use power system at power room for taking any power connection for new platform. Approval should be taken from GP project Manager before that.
- Any cable should be lay through cable ladder.
- Rextec should be installed perfectly after laying any new cable through the roxtec channel.
- For any intersection of cables through cable ladder, vendor should use pvc pipe.
- No power connection should be taken from industrial socket/ converter other than power system at power room.
- Grounding cable should be lay up to grounding plate for any new rack installation.
- Cable should be organized at rack and cable ladder.
- Vendor will lay cable up to power system from rack. But power connection (CB connectivity) should perform at presence of GP resources at maintenance window (12:00 am- 4:00 am).
- MPBN connectivity (physical port connect at patch panel) must need to perform at maintenance window (2:00 am – 5:00 am)
- Check the necessary appliances those will be using during work.
- After completion of works, clean the environment and keep the tools in organized way in spare room (if required). **Do not keep any tools in other rooms.**
- Don't allow unnecessary persons in switch sites.
- Contact with GP concerned for any decision making works. Inform him before starting and after completion works.
- A quality document (attached herewith) need to check during installation.



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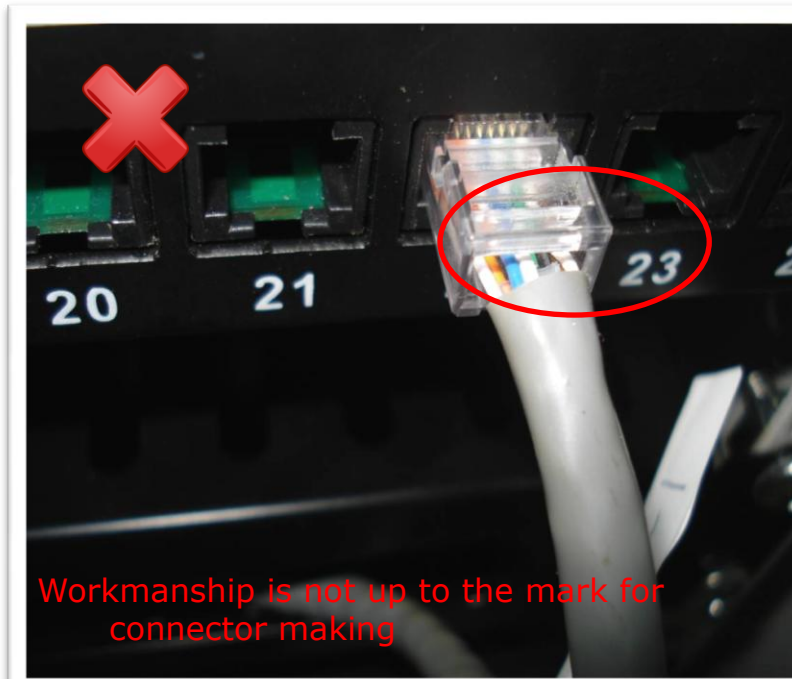




Common installation guideline (Equipment).

Standard installation

- ✓ Workmanship should be standard (as per manual) for connector making.

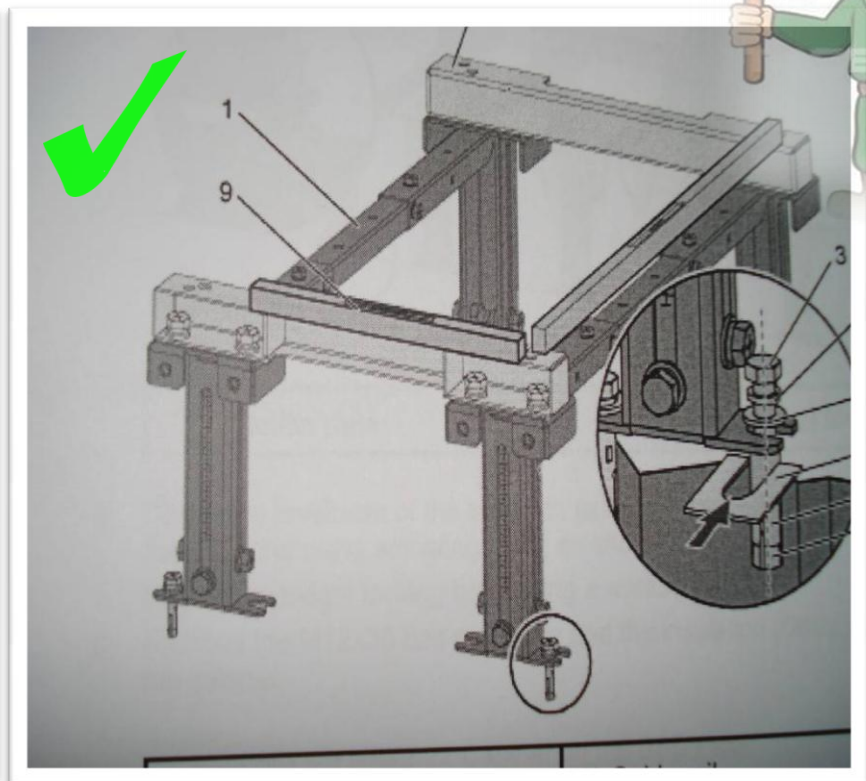
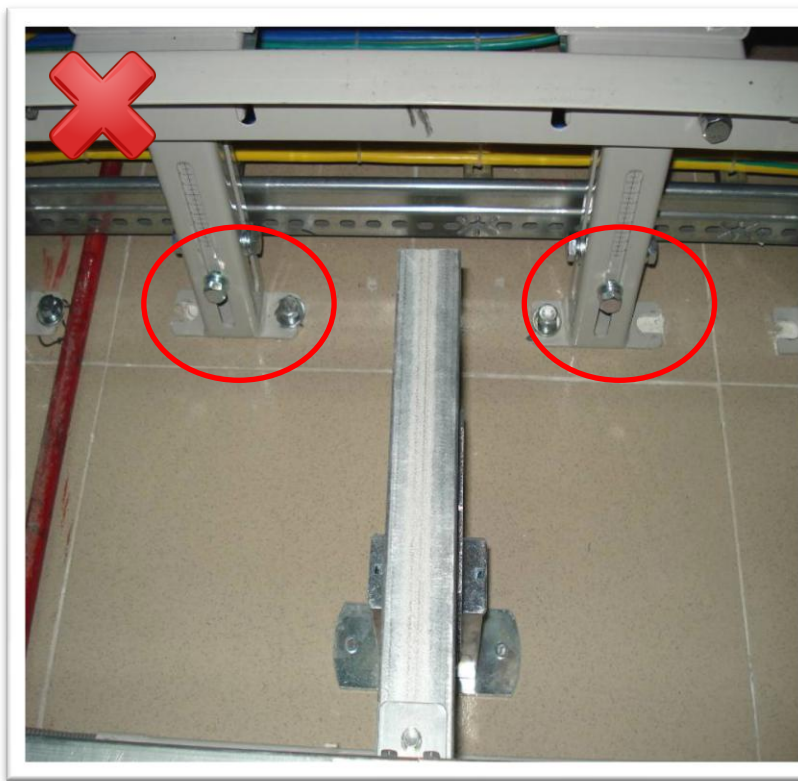




Common installation guideline (Equipment).

Base installation

- ✓ Installation must be done as per Installation Manual



According to installation manual the screw should be fixed at outer side but the screws are installed at inner side





Common installation guideline (Equipment).

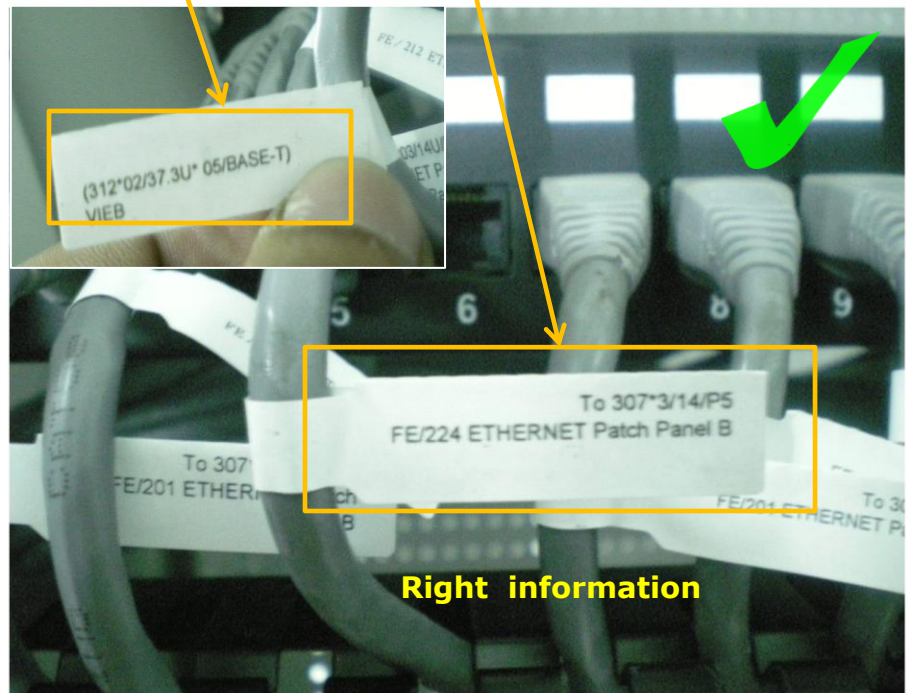
✓ Check C- module information / labeling carefully and make sure no information is mismatch. Detail labeling format is attached herewith.



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FE/224 ETHERNET	03038654	VIEB	A	312*02/37.3U* 05/BASE-T	307*3/14/P 5	B	Patch Panel
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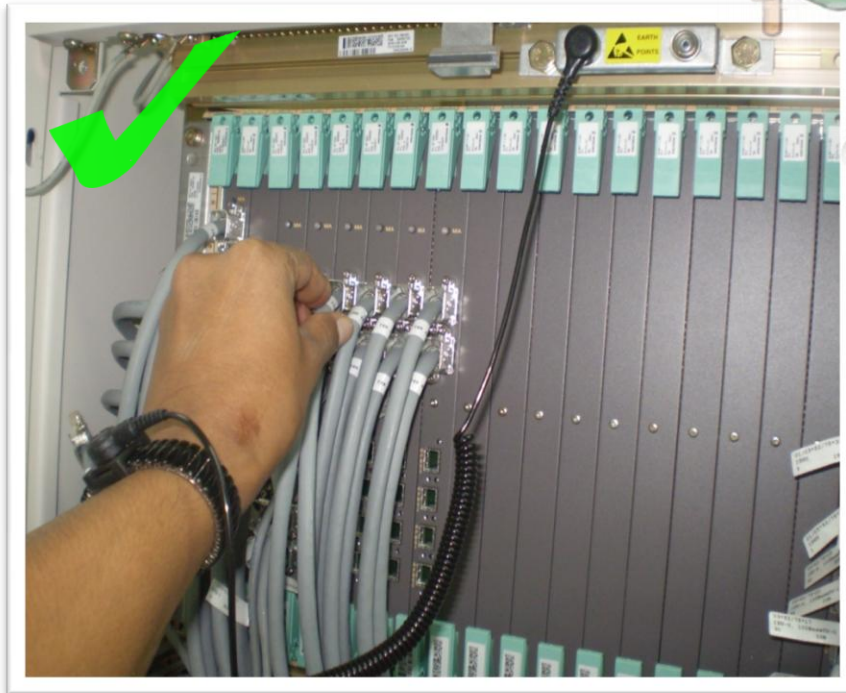
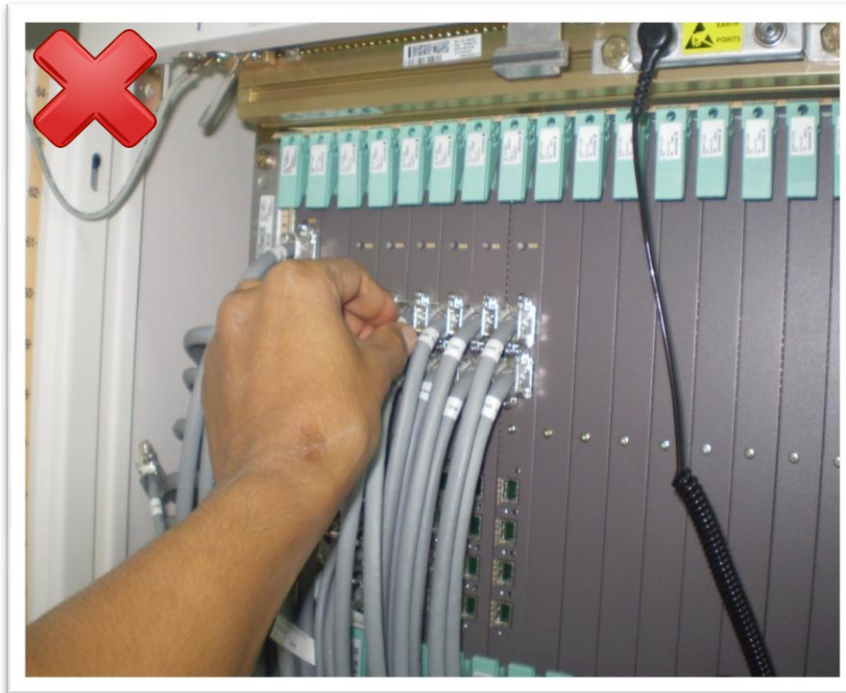




Common installation guideline (Equipment).

Sensitive equipment installation (safety issue)

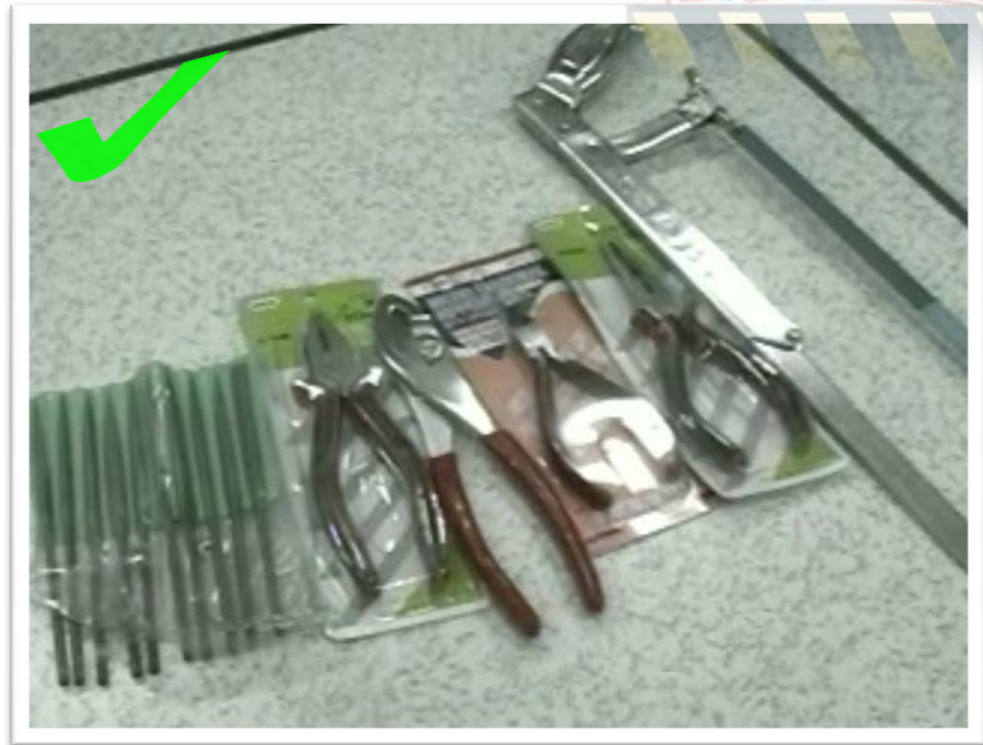
- ✓ During the installation/connection any cards must be wear ESD preventive wrist strip





Standard Tools management

- ✓ Before bring any tools (specially power machineries) in switch premises it should be checked and ensure that power plug and power cable is ok and good condition.
- ✓ No rusty tools is allow to do work



Tools in good conditions





List of documents

During Installation	Acceptance
<ol style="list-style-type: none">1. Implementation Document (sample doc will be share during installation)2. HW installation Guideline (Pls. refer to this ppt.)3. Site survey report (Format already shared over mail)4. OBI report (Vendor should share)5. Daily Installation report (sample given in slide 37)	<ol style="list-style-type: none">1. HW acceptance doc (Vendor should share. GP will check and confirm)2. QA doc (shared in slide 27)3. Service acceptance doc/UAT (Vendor should share. GP will check and confirm)4. Factory test report (FAT) (Vendor should share)





Daily installation report

GP project Daily report						
Site Name :			Node Name:			
Actual plan						
No.	Activities	Start date	End date	Total duration	Remaining duration	Remarks
1	Installation	23-Dec-10	3-Jan-11	10 Days	8 Days	Halted
2	Power-Up	5-Jan-11	6-Jan-11	02 Days		
3						
4						
5						
Sub-activities						
1	Internal cabling					
2						
Major works finished in today						
No.	Description	Work Done (%)				
1	Internal optical cabling connection	100				
2	cable latching & tie	60				
3						
Pending works "Considering whole day plan"						
No.	Description	Reason of pending	Work pending	Responsibility	Recovery plan	
1						
2						
3						
Plan For Next day						
No.	Description	Work to be Done (%)				
1	internal cable labeling (optical)	33%				
2	internal FE cable connection	100%				
3						
4						
Risk and help needed						
No.	Descriptions	Raising date	Status	Responsibility	Closing date	Remark
1						
2						





Expectation

✓ Any violation of the following clauses will impose following consequences

Clauses	1st Occurrence	2nd Occurrence	Responsible
Any HSSE related and non-procedural issues	Impose consequence		QC supervisor or/and site supervisor
Minor snags during pre-QA and QA	Final warning	impose consequence	QC and site supervisor
Major snags during pre-QA	Final warning	impose consequence	QC, site supervisor, and working engineer.
Major snags (more than 03 issues) during QA	Impose consequence		QC, site supervisor, and working engineer.
Major snags (up to 03 issues) during QA	Final warning	impose consequence	QC, site supervisor, and working engineer.
Any Label/documents information mismatch (more than 03 cases) during pre-QA and QA	Impose consequence		QC, site supervisor, and working engineer.
Any Label/documents information mismatch (up to 03 cases) during pre-QA and QA	Final warning	impose consequence	QC, site supervisor, and working engineer.
Any minor (behavioral, unpleasant attitude and manner etc) incident	Final warning	impose consequence	concerns.
Any major (economical & physical loss) incident	Impose consequence		concerns.



➤ **To be noted that, consequence : concern(s) will be identified as an incompetence resource for project.**





THANK YOU.....

