

openreach

ISIS Directive  
For All Openreach people

AEI/AEC/B350

Issue 1, 04-Mar-2021  
Use until 04-Mar-2022

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# ***Change to the standards for labelling at POI's***

## ***About this document ...***

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### **Content approval**

This is the Issue 1 of this document.

The information contained in this document was approved on 04-Mar-2021  
by Marc Henson, Network Quality Standards & Accreditation Specialist

## Version History

Version No.	Date	Author	Comments
Issue 1	04-Mar-2021	Quality Standards & Network Performance	New Document

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# 1 ***Executive Summary:***

Before all engineers working in the access network had UIN's, it was acceptable to label POI's/joint closures etc. using full CSS ID's (Including CSS database e.g. STSJB04) or UIN's.

It has been decided that it is no longer acceptable to use CSS ID's and the engineers UIN should be used instead.

# 2 ***Status:***

Working Practice

Quality Standard

# 3 ***Scope:***

All people working in the Openreach external network (Copper & Fibre)

# 4 ***Detail:***

Anywhere where it was customary to use an engineer's CSS ID, the engineer's UIN must now be used.

**Upon fitting a new or replacement joint closure the following is a mandatory requirement**

Print on the body of the closure (with a Pen Marker Number 2) the following:-

- The engineers UIN.
- The date.
- The full job, fault or estimate number.
- If fitted by an Openreach contractor then also print the name of the contract company.
- DP number if joint serves as an underground DP

All information recorded on the joint must be completed in BLOCK CAPITALS.

All other labelling/marketing requirements for fibre and copper closures remain unchanged.

**POI label when entering an existing closure**

- Where no POI A1024 label already exists, provide a new label, write POI on the front of the A1024 label (to differentiate from reported A1024s) and add

engineer UIN, job number and date of entry on the rear of the label and place POI label back into in the closure.

- Where an existing POI A1024 label already exists inside of the closure, add the full engineer UIN, job number and date of entry on the rear of the existing label and place POI label back into in the closure.
- If there is no space for further POI details, a new label should be used and the old one discarded

#### Cable Labelling

The cabler must attach a label to the cable end and add UIN, Job or Fault Number and Date. The contractor to add Contract Company's name.

## **5      *Training:***

Training has been considered and is not required

## **6      *Quality Standards:***

Quality Standards have been considered and changes are required

## **7      *Accreditation:***

Accreditation has been considered and changes are not required

## **8      *Quality Checks and Independent Audit:***

QPW checking and IA checks have been considered and changes are required

Until the 31st May 2021, Quality checkers/Auditors should still mark the relevant defects as "CHECKED OK" if a CSS ID is used instead of a UIN

From the 1st June 2021, the defects should be marked as "BELOW STANDARD" if no UIN is evident.

If UIN AND CSS ID have been used mark as "CHECKED OK"

## **9      *Planning Policy:***

Planning Policy has been considered and changes are not required

## **10      *Contract Impact:***

**Mandatory**

## **11      *Reference Documentation:***

### **11.1      *ISIS:***

NWK/NNS/V046

NWK/NNS/V047

NWK/NNS/V051

NWK/NNS/V606

NWK/NNS/V607

To be updated in due course

### **11.2      *Manufacturer's Instructions:***

Considered and changes are not required

### **11.3      *Quality:***

Considered and changes are required, documents will be updated in due course

EPT/ANS/A024

EPT/ANS/A040

EPT/ANS/A047

### **11.4      *Accreditation Documents:***

Considered and changes are required

AEI/ACC/F020 will be updated in due course

### **11.5      *FPQ:***

Considered and changes are required

I6018

N1523

Will be updated in due course

## **11.6 Supply Chain:**

Considered and changes are not required

## **11.7 Communications:**

The Loop

Workplace

FEN

CANDID

<b>END OF DOCUMENT</b>
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