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**As-Build Data Capture Specification**

**Version 0.5,19th November 2021**

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# **Document Version**

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| Date | Version | Originator | Notes |
| 21/9/21 | 0.1 | JM | Document Creation |
| 14/10/21 | 0.2 | EM | Document updates |
| 20/10/21 | 0.3 | EM | Document updates following review with planning |
| 15/11/21 | 0.4 | EM | Document name change to AsBuilt Specification. New AsBuilt Templates changed to Excel format |
| 19/11/21 | 0.5 | EM | Amended Checklist, minor corrections, added Supplementary commentary to as built template |

# **2. Introduction**

The primary function of As-Built data is to provide an essential and accurate record  
database of Ogi’s network infrastructure assets from the completion of the  
build and activation phases going forward.

Build Completion Pack which includes the Contractor to provide the following information:

1. Civils Completion Documents
2. Health & Safety Records

2a. As-Built Records

2b. Residual Risk Register

1. PIA Build Completion packs
2. Network Fibre Tests

This document focuses on the requirements for ‘2a. As-Built Records’

# **3. Overview and Objectives**

The As-Built data ultimately will be held and controlled in such a way that all amendments (network additions, infill, diversions) which could have an effect on Ogi’s network are immediately captured and the database updated accordingly.

An up to date network records database is paramount to Ogi to allow for the proactive management of the network records from its Go-live date.

The As-built documentation to be provided to Ogi from the contractor will extend to  
all aspects of the new build process covering civils, cabling and splicing activities.  
Ogi shall identify the requirements that must be supplied by the contract partners.  
and will upon accepted completion of a new build area instruct the contract partner to commence the production of the build area as-built’s and these will be in the format as laid out in the following sections.

All As-builts will be quality-checked and any errors will be returned to the contract partner for amendment prior to acceptance by Ogi.

# **4. As-built process**

An As-Built pack relates to an individual SAN area. A SAN’s ‘Ready for Construction Pack’ is issued via a Build Task Order with the suite of planning documents shared under the Contractors section of the Ogi Build Team site.

An As-Built Job pack is to be created by the contractor and uploaded to the Ogi Build Team Site under the Project, SAN, and As-Built folder as per the below screen shot.



As-Built Records are made up of two types of documents:

1. Marked up RFC documents
2. Creation of several new documents

The As-built process is as follows:

1. Build is complete and As-Built documents are to be produced. Checklist created and uploaded to Health & Safety File Documents folder on Teams
2. Documents marked up and created by Contractor and uploaded to the SAN Health & Safety File Documents
3. Documents are to have the following naming convention SAN ID – Document – ABLT V. for example: 002-RHS-03 Civils and Trench Route Drawing ABLT v1.0.
4. As-Built checklist document is completed
5. Contractor notifies the Build Team that these documents are available for review
6. Final Joint Walk Out scheduled
7. Amendments to documents made and reissued if required.

As-built documents will be used by Ogi to update Ogi’s GIS Asset Management system. The As-Built process will be updated once Ogi’s Asset Management System is installed.

# **5. As-Built Job pack contents**

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As Built checklist is in the attached document



# **6. Instructions for creating As-Built Packs**

## 6.1 Updating existing documents

1. Adobe Acrobat is to be used to annotate BTO issued RFC documents.
2. Only changes to the original plans are to be marked up on the documents
3. Where there is a change to the original plan a red call out text box and red arrow pointing to the affected area is to be inserted on the plan. Text is to be in blue. Each comment is to be numbered WPt1, WPt2, WPt3 etc and details logged onto a corresponding spreadsheet. Example of how a drawing is to be annotated is illustrated below

Diagram

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4. An example of the supplementary spreadsheet is as follows

Text

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5. Where there is a substantial change to the plans, additional drawings/ diagrams should be included either as separate files or additional tabs to the supplementary spreadsheet.

6. Any changes on AC or SAN cab fibre allocation sheets (FAS) shall be implemented on the FAS .xls sheets and relevant amended rows highlighted in yellow.

## 6.2 New As-Built documents

### 6.2.1 Cabinet As-Built Pack

To include the following information in Excel format:

* Cabinet Name e.g. 001-ABG, 001-ABG-08
* Address of cabinet
* Full Set of photographs outside – front, both sides, also position in relation to local environment / zoomed out shot
* Photographs of cabinet with doors open and each bay photographed
* Photograph of SAN/AC Label
* Template is in the below document



### 6.2.2 Chamber As-Built Pack

To include the following information in Excel format:

* Photographs of newly constructed Ogi chambers
* Photographs to be taken with Cover on, Cover off and inside side photographs
* Photographs of chamber in relation to the local environments
* Template is in the below document



### 6.2.3 Equipment As-Built Pack

To include the following information in Excel format:

* Photographs of UFDPs – showing on fitting on Mobra – lowered and upright, labelling and locations
* Photograph of gel packs and TDCs including the label
* Photographs of ASNs – showing location and labelling. Photos taken from the ground and at the top of pole
* Template is in the below document



### 6.2.4 MDU As-Built Pack

To include the following information in Excel format

* A full set of external photographs shall be taken of the MDU ASN Infrastructure and associated cabling
* Each location to be fully photographed and labelled with Ogi ref no. and address.
* Photographs and diagrams of MDU locations showing cable routing to external wall box
* Document is in the below document

