

John Henry Group	JHG Operations Method Statements	
Reference Number: PRO-JHG-MS201	Version Number: 2	
Published Date: 24/08/2023	Next Review Date: 24/08/2024	
Document Owner: Head of Health & Safety	Approved By: HSEQ Director	

F-JHG MS14: Fibre Preparation

Scope of Works

Procedure for Fibre Optic Cable Preparation

Note: A Site-Specific POWRA shall be completed prior to commencement of works. The particular hazards associated with this task are documented in the library of Risk Assessments.

Sequence of Works

- Park vehicle safely.
- Ensure that a HSEQ Manual is on site, together with complete job pack
- Check and ensure that all relevant site access permits, safety cards and paperwork is available on site and correct before commencement of works.
- Check and ensure that all plant and machinery are in good working order, have up to date certification and the operators have the compliant and in date licenses
- Check that client and relevant persons are informed and agree commencement date
- Check that all required materials are available and on site when required.
- Ensure that Briefing and Toolbox talk documents are available.
- Ensure that the site has been booked in to upon attendance (site provider requirement, check job pack)
- Check site for potential hazards and note on POWRA. Rectify if possible. Mark danger area & inform crew regarding potential hazard.
- Place emergency equipment (fire extinguisher & first aid kit) in designated area.
- Select an appropriate Traffic Management plan.
- Ensure that all task specific PPE is available, has been checked and is in good working order prior to carrying out any activities.
- Ensure that all relevant and appropriate Health and Safety Barriers & traffic management signage are in place before commencement of work.
- Select correct Joint Closure to accommodate the size of cable to be jointed or as specified in the Customer Work pack.
- Open Closure Kit and examine contents.
- Fit the correct number and type of Trays into the Closure Chassis to accommodate the number of fibers being inserted.
- Select the correct closure port as per client instruction.
- Open the selected port using a ripcord and de-grease the port internally, abrade externally with supplied glass paper strip.
- Remove approx. 100mm of cable jacket to expose cable rip cords.
- Measure a further 2m from the cable end, mark the position and score the cable jacket with a jacket-stripping tool. Insert the cable through a heat-shrink sleeve and then into the closure.
- By pulling the ripcords, cut the outer jacket down to the score mark at 2m from the cable end.
- Remove the Cable Jacket and any water swellable and/or rodent proof tape and water blocking compounds from the cable to expose the buffer tubes.
- Clean the exposed buffer tubes with White Spirit.
- Cut the Cable Strength Member to 75mm and remove the plastic coating 15mm from the end.
- Clean and abrade the cable jacket and fit heat protective foil and SCOP.
- Clamp the cable strength member in position.
- Apply heat to shrink down the heat-shrink sleeve onto the cable, continue until no paint is visible on the outside of the sleeve and there is a flow of adhesive at the base of the sleeve. Allow cooling for 10 mins before moving. Fill out a Hot Work Permit in accordance with Third Party/Customer requirements.
- Measure Tubes and cut to the required length to expose the fibers.
- Install collets to keep the fibre tubes in position and route fibers to the correct splicing trays.

<div>John Henry Group</div>	JHG Operations Method Statements	
	Reference Number: PRO-JHG-MS201	Version Number: 2
	Published Date: 24/08/2023	Next Review Date: 24/08/2024
	Document Owner: Head of Health & Safety	Approved By: HSEQ Director

- Store fibers safely in the trays ensuring that the fibers are coiled safely beneath the fibre management tabs.
- When all fibers are stored in trays, install tray lids.
- Install the supplied Velcro straps to keep the trays in position.
- Check Position of "O" ring place the dome over the closure and install the clamp to seal the closure.
- Tidy the site, removing all rubbish. Ensure the site is left in a safe and secure condition.
- Text out/Call the Third-Party Site Provider when leaving the site.

Plant & Equipment and Certification Required

Hand torch, hand tools; cable strippers, cable cutters. All plant & Equipment must be serviced, and/or calibrated to the requirement of legislation and the manufacture. Any electrical tools required e.g. drills, sump pump, jigsaw, will all be 110v in line with the current regulations.

Staff Involved and Certification Required

Only trained, competent authorised personnel shall be permitted to carry out works. All Construction workers must have the required basic legislative health and safety training and Manual Handling Training. Each crew collectively should have a combined training of:

- Sign, lighting and guarding,
- 1st aid training.

Working hours

Normal Working Hours will be 08.00-17.00. Where an emergency Call out is required the working hours may be altered to suit the Client requirements to be agreed by JHG Supervisor.