Contractor Activations Photos Requirements

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Document Summary:

This document outlines a standardized photo process and requirements for contractors working with Activations. It ensures consistency, quality, and compliance.

⚠ Important Notice

Fibertime requires that all install jobs are fully documented with every photo and scan in the checklist. Any job submitted with missing or incomplete evidence will be marked as unpaid until rectified. These strict quality measures are non-negotiable and form the standard by which we will gauge ourselves going forward.
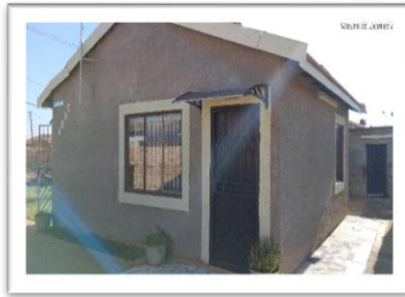
To ensure standardization and quality, the following photographic documentation requirements must be met.

Photo Examples
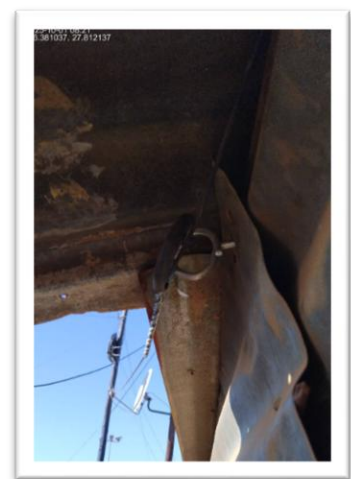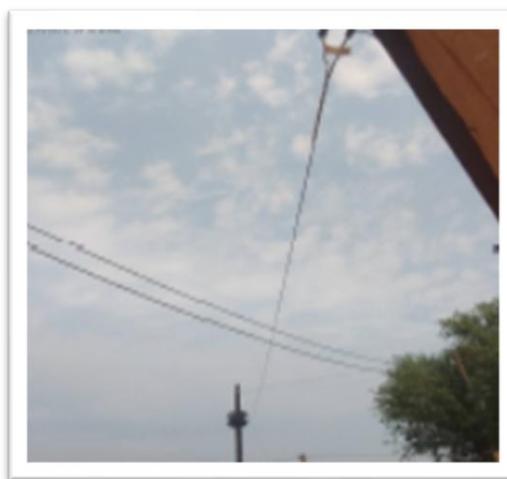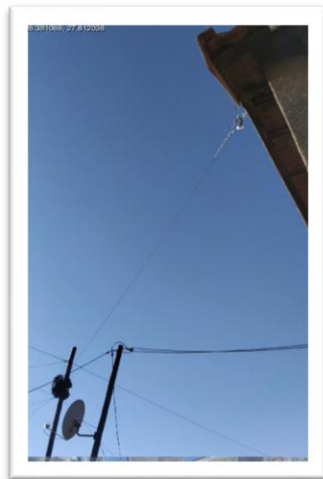
Phase A – Pre-Install Context

Step 1:   Property Frontage

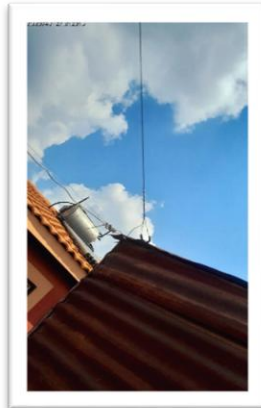*Description: Wide shot of house, street number visible.*

Step 2:   Outside Cable Span (Pole →Pigtail screw)

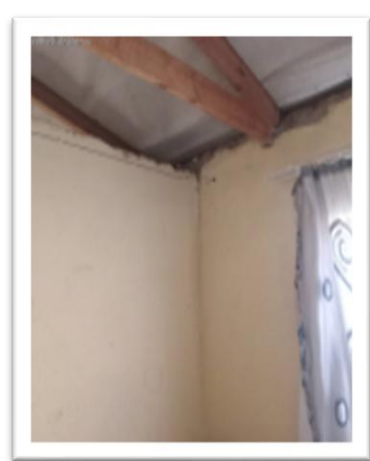*Description: Wide shot showing full span.*

Step 3:   Home Entry Point ‑ Outside ‑ Close-up of pigtail screw/duct entry.

Description: Close up photo of outside roof or entry of the pigtail screw duct entry.

Step 4:   Home Entry Point Inside ‑Inside view of same entry penetration.

Description: Close up photo of entry from the outside into the house.

Step 5:   Location on Wall (Before Install)

Description: Show intended ONT spot + power outlet.

Phase B – Installation Execution

Step 6:   Fibre Entry to ONT (After Install) ⁃ Show slack loop + clips/conduit.

Description: Photo of back of the router showing green clips / conduit and slack loop.

Phase C – Assets & IDs

Step 7:   Powermeter at ONT (Before Activation) - Enter dBm + photo of meter screen. Acceptable: −25 to −10 dBm.

Description: Photo of Powermeter and the screen showing dBm at the ONT. Before activation.

Step 8:   ONT Barcode – Scan barcode + photo of label.

Description: Photo of ONT with scan barcode and label.

Step 9: Mini-UPS Serial Number (Gizzu) – Scan/enter serial + photo of label.

Description: Photo of Gizzu with Scan/Enter serial and label.

Phase D – Verification

Step 10:   Overall Work Area After Completion ‑ ONT, fibre routing & electrical outlet in frame.

Description: Photo of Completed installation - Labelled Router, ONT, fibre routing and electrical outlet (plug).

Step 11:   Active Broadband Light ‑ ONT light ON + Fibertime sticker + Drop No.

Description: Photo of active green lights on the ONT.

Phase E – Customer Acceptance

Step 12:   **Customer Signature - Collect digital signature + customer name in 1Map.**

Description: Photo of client digital signature