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DOCUMENT APPROVAL

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COMPANY DETAILS

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**LIST OF ABBREVIATIONS**

|  |  |
| --- | --- |
| AVN | African VLBI Network |
| NRF | National Research Foundation |
| RF | Radio Frequency |
| SA | South Africa |
| SKA | Square Kilometre Array |
| VLBI | Very Long Baseline Interferometry |

# APPLICABLE AND REFERENCED DOCUMENTS

## Applicable Documents

The following documents are applicable to the extent stated herein. In the event of conflict between the contents of the applicable documents and this document, this document shall take precedence.

[]

## Reference Documents

The following documents are referenced in this document.

[1] *(reference document 1 title)*

[2] *(reference document 2 title)*

# INTRODUCTION

(*Fill out details of site visit in table.* *Give a very short description of the reason for the visit or how it came about. How does the activities for the visit fit into the scope of the project?* )

|  |  |
| --- | --- |
| **Project:** | *(i.e. AVN GHANA)* |
| **Site:** | *(site name i.e Kuntunse Station)* |
| **Team:** | (list of names of all staff going on visit) |
| **Antenna:** | (antenna name/description) |
| **Proposed visit date:** | (visit date) |

This document serves as the template for the Site Visit Objective and/or Report. The sections contained here are given as guidelines. These can be added onto or removed as seemed fit for the purposes of your site visit. The aim is to standardize documents across the AVN project.

# OBJECTIVE

(*List the objectives for the site visit. Reference the applicable Integration & Verification Plan and include Verification Event (VE) numbers in objective description.*)

## (goal 1)

## (goal 2)

# PRE-REQUISITES

*(Describe what must be in place before the objective can be achieved or before site visit can take place.)*

# HEALTH AND SAFETY

(*Explain how safety will be addressed during this visit. i.e. Reference the Safety SOP to be used, highlight any special safety and health considerations and procedures relevant to the specific visit.)*

# CONFIGURATION

(*Describe how the configuration of the system will be captured and managed as effected by the site visit activities.*)

# WORK PROCEDURES

*(Describe specific work or test procedures to be followed if applicable. Give reference to the ATP/QTP here.)*

# WORK PLAN

(*Tabulate the visit schedule with planned activities for each day.)*

# REPORT

(*After the visit, a Report is to be completed summarizing the details of the visit, i.e. feedback on objectives, observations, test results [give reference to ATR/QTR] and recommendations. The Report details can be placed under this section or alternatively handled as a separate document.)*