# 

**Network-as-a-Service Runbook**

***MOE Close-Out Package Check List***

**<NaaS Operator’s Name>**

**

*<Release Date>*

# Site Data

|  |  |  |  |
| --- | --- | --- | --- |
| Site Name |  | Site ID |  |
| Site Address |  | **Coordinates** |  |
| Region |  | **City** |  |
| Site Owner Name: |  | **Company:** |  |
| Site Owner email: |  | **Site Owner Phone:** |  |

# Construction Company

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name: |  | Tower ID: |  |
| Representative: |  | **Tower Type** |  |
| Email: |  | **Phone:** |  |

# Field Supervisor

|  |  |  |  |
| --- | --- | --- | --- |
| Site Field Supervisor: |  | Installation Company: |  |
| Company: |  | **Field Technicians:** |  |
| Phone: |  | **Phone:** |  |
| Email: |  | **Email:** |  |

# Warehouse

|  |  |  |  |
| --- | --- | --- | --- |
| Warehouse Keeper: |  | Warehouse Address: |  |
| Company: |  | **Purchase Order:** |  |
| eMail: |  | **Phone:** |  |

# Design Responsible

|  |  |  |  |
| --- | --- | --- | --- |
| RAN Responsibles: |  | TX Responsibles: |  |

# Repository Link

|  |
| --- |
| https://sharenet..... |

# Close Out Package Check List

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliverable** | **Description** | **Responsible** | **Expected Due Date** | **File** |
| Format – Equipment Pickup | Format scan indicating outgoing warehouse equipment | Warehouse Keeper |  |  |
| Site Survey | Copy of Site Survey that contains :   * Site Location * Site Scenario * Site Access * Civil Infrastructure * Power supply * Telecomm Infrastructure * Tx Survey * Site Design Drawings * Plant Drawing with equipment to install * Photo Report | Constructor Company or Employee |  |  |
| Excel Photographic Report | Node Information: Site Name, Location, Contractor, Implementation & Integration Dates, Technology (2G | 3G | 4G), Sectors & Antenna details, panoramic site photo.  Pre-Installation Report: Report that contains photographs of the cabinet, RAN equipment & backhaul equipment.  Installation Report: Report that contains photos of cabinet, RAN & Backhaul equipment, radiant system, sector equipment & wiring.  Environment, Health and Safety (EHS) Report: Report that contains forms, team leader using safety equipment & tools | Field Supervisor |  |  |
| Format - Analysis of Safety at Work | Format Scan that indicates the activities of the day, workers and supervisor, safety equipment & steps of the activity | Field Supervisor |  |  |
| Format - Training | Format scan that indicates the workers and supervisor & training type. | Deployment Manager |  |  |
| Format - Safety Harness and Anchor Line Checklist | Format scan that indicates the conditions of the equipment and technician name. | Deployment Manager |  |  |
| Format - High Risk Work Permit | Format scan that which indicates the workers and supervisor, security measures, dangers/risks and control measures. | Deployment Manager |  |  |
| Site Documentation | 1. Copy of Site Leasing Agreements or a copy of Site proof of ownership. 2. Copy of contract with electric company | Deployment Manager |  |  |
| Excel – Site Inventory | Installed equipment report that includes photographs and equipment model & serial number. | Field Supervisor |  |  |
| Excel - Acceptation Protocol | **A. General Information:** Implementation & Commissioning Dates, Site Name, Cell Names, Site Location, Installation Type, Power Cabinet Type, BBU Serial Number, Contractor & Responsible Names.  ***B1. Mobile Network Info:*** RF Antenna Type, Number of Sectors, Rectifier Cabinet Model, RF Antenna Height.  ***B2. Inspection protocol of RF equipment installation:*** Yes/No format that evaluate RF equipment installation.  ***B3. RF Alarms Tests Protocol:*** Yes/No format that evaluate alarms of BTS, Node B & eNB | Field Supervisor |  |  |
| Plane – General Elevation | **A.** General plant plane which indicates the distribution of the site and antenna details  **B.** Elevation Plane that represents the tower, wiring, backhaul equipment & RAN equipment distribution | **Designer** |  |  |
| Construction Plane | Plane of the Site infrastructure , Building or tower | Construction Company |  |  |
| Plane – Electric Scheme | Electric scheme that represents the power equipment distribution on the cabinet | **Designer** |  |  |
| Plane - General | Plane with site location | **Designer** |  |  |
| Environmental Report | Report that includes basic information of the station, project & contractor. Also contains photographs of the station, material delivery & warehouse waste delivery | Field Supervisor |  |  |